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AGENDA

Contracting Working Group of the

Public Utilities Revenue Bond Oversight Committee

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SPECIAL MEETING

Thursday, September 8, 2005

8:30 am - 9:30 am

1155 Market Street (between 7 & 8th Streets) 5th Floor

Contracting Working Group Members

Colleen Adams

Aimee Brown

Brian Browne

1. Call to Order and Roll Call
2. Discussion and possible action regarding the Request for Proposal, including Scope of Services, for Auditing Services Relating to the Revenue Bond Oversight Committee Review of the SFPUC Water System Improvement Program
3. General Public Comment
4. Adjournment

Committee staff and members can be reached at

bondoversight@sfwater.org

or

415/487-5245

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DRAFT MINUTES

Contracting Working Group
of the

Public Utilities Revenue Bond Oversight Committee
SPECIAL MEETING

Thursday, September 8, 2005

8:30 a.m. – 9:30 a.m.

1155 Market Street (between 7 & 8th Streets) 5th Floor
San Francisco, CA 94103

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1. Call To Order and Roll Call

Colleen Adams called the meeting to order at 8:40 a.m. and roll call was taken. Contracting Working Group members present were Colleen Adams, Aimee Brown and Brian Browne.

2. Discussion and possible action regarding the Request for Proposal, including Scope of Services, for Auditing Services Relating to the Revenue Bond Oversight Committee Review of the SFPUC Water System Improvement Program.

Ms. Adams reported that the revised Request for Proposal reflected the comments made by members at the August 10, 2005 RBOC meeting and included SFPUC staff's comments. There was general discussion about the content of the Request for Proposal, in particular the Scope of Services. No changes were made to the Request for Proposal. Ms. Adams suggested that the RBOC consider asking SFPUC staff to gather and present information requested in the Scope of Services and postpone sending out an RFP until the RBOC had more time to better define their desired outcome of an audit. There was discussion about that approach and general agreement. Mr. Mike Martin described three contracting options available to the RBOC: RBOC issue the RFP and contract with a vendor directly; a vendor subcontract under existing SFPUC Financial Advisory contract; Controller's City Services Audit group contract with a vendor on behalf of RBOC. There was discussion and general agreement that the preferred choice was to have the Controller's office contract with a vendor on behalf of the RBOC. The Working Group agreed to hold a Special Meeting on Friday, September 23, 2005 to discuss and determine what information they would like to receive from SFPUC staff, and in what format. The Working Group would then report on these two meetings at the next regularly scheduled RBOC meeting on October 3, 2005 and seek the Committee's ratification of the Working Group's actions.

3. General Public Comment

Ms. Adams invited general public comment. Mr. Kalman said that he felt the City's RFP/contracting process was generally unfair and that the members of the public did not have adequate time to prepare for meetings.

4. Adjournment

Ms. Adams adjourned the meeting at 10:00 a.m.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Friday, September 23, 2005

8:30 am – 9:30 am

1155 Market Street (between 7 & 8th Streets) 5th Floor

Contracting Working Group Members

Colleen Adams

Aimee Brown

Brian Browne

1. Call to Order and Roll Call
2. Discussion and possible action to approve the minutes of the September 8, 2005 Contracting Working Group meeting.
3. Discussion and possible action regarding the Working Group's next tasks, including request(s) for information from SFPUC staff, the formatting of such information, potential contracting through an RFP process and other matters related to the Revenue Bond Oversight Committee review of the Water System Improvement Program.
4. General Public Comment
5. Adjournment

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AGENDA

Contracting Working Group of the

Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Wednesday, March 22, 2006

1:30 pm – 3:00 pm

1155 Market Street (between 7 & 8th Streets) 4th Floor

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Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

1. Call to Order and Roll Call
2. Presentation by Bob Kuo and Larry Doyle regarding status of audit of Water System Improvement Program (WSIP) expenditures, WSIP budget reports, and SFPUC budget control procedures.
3. General Public Comment
4. Adjournment

Committee staff and members can be reached at

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1
2 **MINUTES**

3 Contracting Working Group
4 Public Utilities Revenue Bond Oversight Committee
5 Wednesday, March 22, 2006
6 1:30 p.m. – 3:00 p.m.
7 1155 Market Street (between 7 & 8th Streets) 4th Floor
8 San Francisco, CA 94103

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9 1. Call To Order and Roll Call

10 Chair Aimee Brown called the meeting to order at 1:35 p.m. and roll call was
11 taken. RBOC members present were Patrick Sweetland, Aimee Brown, and
12 Brian Browne (arrived 1:45 p.m.).

13
14
15 2. Presentation by Mr. Robert Kuo and Mr. Larry Doyle regarding status of audit
16 of Water System Improvement Program (WSIP) expenditures, WSIP budget
17 reports, and SFPUC budget control procedures.

18
19 Ms. Brown began by explaining the purpose of the meeting was to meet with
20 financial consultants regarding the status of the report and to listen to
21 observations they may have to date. Mr. Kuo began by asking if there were
22 questions from the background distributed previously through Ms. Ostberg.
23 Mr. Sweetland stated that he's happy with what's been provided to date, and
24 sees next steps needed as more of a qualitative commentary. Mr. Kuo
25 expressed a fairly positive impression overall. He compared Water to the
26 Airport and says the PUC is farther ahead in many respects, such as the
27 Primavera system and project management, budget tracking, and
28 expenditure. Mr. Kuo believes the effort to tie Primavera back to FAMIS is
29 valuable. Furthermore, in the November 2005 WSIP, the budget was laid out
30 clearly in terms of how base year, escalation, and contingency. He recognizes
31 that it's still early in the program and there are bound to be scope changes
32 that may affect schedule and costs. The \$3.6 billion program appears to be
33 fluid, and while a lot of contingency is built into each project it is difficult to
34 know at this time if it is enough.

35
36 Regarding the Quarterly Status Reports for the regional and local programs,
37 Mr. Kuo believes SFPUC has done a good job, and project managers are being
38 candid by flagging issues and getting additional appropriation authority from
39 the Board of Supervisors before they run out of funding. However, Mr. Kuo
40 feels the reports are too large and need better "high-level" summaries for
41 senior PUC staff, the Commission, the Committee, and the Board of
42 Supervisors.

43
44 Mr. Doyle then spoke on vouching and review of expenditures. His review got
45 more into the day-to-day spending. He looked at all invoices above \$100k for
46 20% of the contracts, which represented 40% of the dollars spent. Other
47 than a cumbersome signature process, he found no problems. He said that
48 Primavera and FAMIS do not reconcile; rather the PUC balances Primavera to
49 FAMIS. But the variances were not significant in his view. The Pre-CIP
50 money is included in Primavera and in two places in FAMIS. He was able to
51 segregate the bond funds from other funds

52
53 Mr. Browne asked if any of the Pre-CIP funds were from 1997 A and B
54 revenue bonds. Mr. Doyle said that at November 2002 there were no
55 expenditures or appropriation from Proposition A. Mr. Sweetland inquired

whether the source of Pre-CIP funds was the sale property in Pleasanton. Mr. Kuo stated that the only source of funds after November 2002 was commercial paper and that he was not aware that any bond money was used prior to that date. (This statement has subsequently been clarified and corrected by staff and Mr. Kuo.) Mr. Browne asked for information on all associated commercial paper charges that have been paid with Proposition A funds. Mr. Sweetland believed this request constituted an increase in work scope for the consultants. Mr. Browne believed this information should have been included in the scope and report automatically. Ms. Brown and Mr. Sweetland said this request is outside of the consultants' scope but that a task order could be created. The consultants agreed to prepare the analysis over the next several days.

Mr. Sweetland asked about costs that aren't charged presently that might be charged to the WSIP in the future. Mr. Kuo said he had not seen evidence of this at either a project or staff level, but he is still looking into this. There followed general discussion about how the RBOC could track inter-department charges to WSIP.

Mr. Browne asked the City Attorney, Kenneth Roux – if Proposition E mandated a strategic plan. The City Attorney offered to answer that at the next meeting.

Mr. Kuo stated that what he has seen so far is "pretty good." He said he is interested in the change control process for construction program; how to deal with project scope changes, how does that impact costs, who is going to be on the decision making chain, and how are those decisions reported back to the laundry list of people that are effected – so how best to strike a balance between accountability and responsibility and efficiency.

In response to several related questions, Mr. Kuo stated that the reporting at the detail level is quite good, but that reporting at a high level for decision makers needs improvement – in particular how to convey information clearly to multiple constituencies. Ms. Brown asked Mr. Kuo to make suggestions or recommendations regarding the RFP process so that it could be improved in the future since it is a very important part of process.

Ms. Brown stated that the concerns central to the committee are financial in nature. After this contract is complete, the committee, with input from the consultants, identify other tasks to complete, and lay out the next steps to take.

3. General Public Comment

Emerick Kalman expressed concern about financial expenditures generally and asked that every dollar spent be certified by SFPUC's General Manager and the Mayor.

Joan Girardot said it was unclear why we had a commercial paper program. She also pointed out that the recycled water project was initially budgeted for \$109 million and was now \$201 million. She said that Proposition A was for seismic upgrades not new programs and asked for the paperwork supporting the change in the budget for the recycled water project.

There was no more public comment.

111 The next subcommittee meeting was tentatively scheduled for April 18th or April
112 20th and the agenda will include a discussion of the consultants' draft report and
113 future activities of the subcommittee.
114
115

116 4. Adjournment was at 3:00 p.m.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING
Tuesday, April 18, 2006
1:30 pm – 3:00 pm
1155 Market Street (between 7 & 8th Streets) 4th Floor

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Contracting Working Group Members

Aimee Brown
Brian Browne
Patrick Sweetland

04-13-07A10:04 REC'D

1. Call to Order and Roll Call
2. Discussion and Possible Action Concerning Presentation By Bob Kuo And Larry Doyle ("Financial Consultants") Regarding Draft Of Their Final Report Entitled "Review Of Water System Improvement Program Expenditures Under PUC's Commercial Paper Program"
3. Discussion And Possible Action About Financial Consultant Contract Alternatives Upon Expiration Of Existing Contract On June 30, 2006
4. General Public Comment
5. Adjournment

Committee staff and members can be reached at

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MINUTES
Contracting Working Group of the
Public Utilities Revenue Bond Oversight Committee

Special Meeting
Tuesday, April 18, 2006
1:30 p.m. – 2:30 p.m.
1155 Market Street (between 7 & 8th Streets) 4th Floor
San Francisco, CA 94103

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1. Call To Order and Roll Call

Chair Aimee Brown called the meeting to order at 1:35 p.m. and roll call was taken. Present were Aimee Brown and Patrick Sweetland. Brian Browne was absent.

2. Discussion and Possible Action Concerning Presentation by Bob Kuo and Larry Doyle ("Financial Consultants) Regarding Draft of Their Final Report Entitled "Review of Water System Improvement Program Expenditures Under PUC's Commercial Paper Program"

Ms. Brown expressed concern that the current schedule didn't permit RBOC's full membership the opportunity to review the report prior to being asked to approve it. Mr. Sweetland agreed and suggested that a special meeting be called after the May 1, 2006 meeting with the express purpose of approving the report, and that members be given an opportunity to review and make comments prior to that meeting.

Mr. Kuo proceeded to walk through the report (which is included as part of these minutes by reference) chapter by chapter. At Ms. Brown and Mr. Sweetland's questions, it was agreed that Mr. Kuo would follow up on certain items, including: actual CP expenditures, charging other departments work to projects, cost benefit analysis of CP vs bonds, overhead costs, project change control processes, pre-CIP sources of funds, reconciliation between FAMIS and Primavera.

Ms. Brown invited public comment. Mr. Steve Lawrence questioned the \$201 million for the recycled water project given the relatively small yield of 4.1 mgd it was expected to generate. He wondered if the RBOC would consider making a recommendation to review this project and/or to stop the sale of bonds. Mr. Kalman made several criticisms about the way the City and the PUC manage capital projects.

3. Discussion and Possible Action About Financial Consultant Contract Alternatives Upon Expiration of Existing Contract On June 30, 2006.

It was generally agreed that this item be continued.

4. General Public Comment.

Ms. Brown invited public comment. There was none.

5. Adjournment

Ms. Brown adjourned the meeting at 3:15 pm.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Tuesday, August 15, 2006

2:00 pm – 4:00 pm

1155 Market Street (between 7 & 8th Streets) 4th Floor

Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

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08-11-06 A10 00 00

1. Call to Order and Roll Call
2. Discussion and Possible Action to Approve Minutes of the March 22, 2006 and April 18, 2006 Meetings
3. Discussion And Possible Action About Financial Consultant Contract Alternatives
4. General Public Comment
5. Adjournment

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MINUTES
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Public Utilities Revenue Bond Oversight Committee

Special Meeting

Tuesday, August 15, 2006

2:00 p.m. – 4:00 p.m.

1155 Market Street (between 7 & 8th Streets) 4th Floor
San Francisco, CA 94103

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1. Call To Order and Roll Call

Chair Aimee Brown called the meeting to order at 2:05 p.m. and roll call was taken. Present were Aimee Brown, Brian Browne and Patrick Sweetland.

2. Discussion and Possible Action to Approve Minutes of the March 22, 2006 and April 18, 2006 Meetings.

Action on the minutes of the March 22, 2006 meeting was continued. Mr. Sweetland moved to approve the minutes of the April 18, 2006 meeting and Ms. Brown seconded the motion. Mr. Sweetland and Ms. Brown voted in favor of the motion and Mr. Browne abstained.

3. Discussion and Possible Action About Financial Consultant Contract Alternatives.

In order to fulfill RBOC's ongoing responsibility to review expenditures of revenue bond proceeds, it was generally agreed that RBOC could rely on Mr. Kuo's report as a benchmark for future audits commissioned by the RBOC. While not precluding other future contracting options, it was also agreed that RBOC would use the services of the Controller's City Services Division for the next audit.

The working group decided that they would recommend to the RBOC that the scope of the next audit focus on two areas.

- First, the RBOC will select certain representative projects, other than the "Big Four", which are in various stages (design, planning, construction) and in various geographic locations and ask the consultant to perform a similar analysis to each project as Mr. Kuo did for the Big Four in his report. These tasks are:
 - i. Reconcile the initial project budget and the CIP adopted by the PUC in May 2002 and amended in August 2003. Reconcile the current (November 2005) project budget and the current WSIP
 - ii. Obtain an explanation of the changes from the initial project budget to the current project budget.
 - iii. Obtain reconciliation from PUC staff of the project budget and actual expenditures from the PUC's program controls system (P3e) system to the FAMIS system. Review the reconciliation for appropriateness. Identify and provide explanations of significant reconciling items and/or where figures do not reconcile

- iv. Reconcile the CIP appropriations and transactions in the FAMIS system.
- v. Vouch a sample of expenditures to invoices
- vi. Verify that no expenses paid for with Proposition A funds were incurred prior to November 2002.
- vii. Identify any discrepancies noted in analyses detailed above and provide explanations.

In addition, the consultant will be asked to examine how the projects contribute to the level of service goals established by the Commission; how the components of the total project cost were developed, in particular the contingency component; and the process for moving contingencies among projects and whether this has been done for the selected projects

- Second, the consultant will be asked to report on the decision-making process for moving projects out of the WSIP to R&R and identifying those projects that have been moved. In addition, the consultant will be asked to examine the financial implications of moving projects out of WSIP to R&R.

Mr. Browne urged the working group to consider commissioning an audit to confirm that the WSIP can be accomplished on the published schedule. It was agreed that Mr. Browne would prepare a summary scope of services to describe what he had in mind. It was also agreed that such an audit should be deferred to a future date.

Ms. Brown asked for public comment. Mr. Kalman expressed concern that the SFPUC doesn't have an independent technical engineering consultant.

4. General Public Comment.

Ms. Brown invited general public comment. Mr. Kalman said he felt that the Kuo report was good and he commended the work of the RBOC and SFPUC Financial Services.

5. Adjournment

Ms. Brown adjourned the meeting at 3:45 pm.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Tuesday, September 19, 2006

9:00 am – 11:00 am

1155 Market Street (between 7 & 8th Streets) 4th Floor

Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

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SEP 13 2006

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09-13-06A09:02 RCVD

1. Call to Order and Roll Call
2. Discussion and Possible Action to Approve Minutes of the March 22, 2006 and August 15, 2006 Meetings
3. Discussion And Possible Action About Scope of Work, Hiring Process for Financial Consultant/Auditor and Draft Request for Proposal
4. General Public Comment
5. Adjournment

Committee staff and members can be reached at

bondoversight@sfgwater.org

or

415/487-5245

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Monday, November 13, 2006

1:30 pm – 2:30 pm

1155 Market Street (between 7 & 8th Streets) 5th Floor

Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

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11-01-06A11:00 RCVD

1. Call to Order and Roll Call
2. Discussion and Possible Action to Approve Minutes of the September 19, 2006 Meeting
3. Discussion And Possible Action About Hiring Process for Financial Consultant/Auditor
4. General Public Comment
5. Adjournment

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MINUTES
Contracting Working Group of the
Public Utilities Revenue Bond Oversight Committee

Monday, November 13, 2006
1:30 p.m. – 2:30 p.m.
1155 Market Street (between 7 & 8th Streets) 4th Floor
San Francisco, CA 94103

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1. Call To Order and Roll Call

Chair Aimee Brown called the meeting to order at 1:40 p.m. and roll call was taken.
Present were Aimee Brown and Patrick Sweetland. Brian Browne arrived at 2:00 p.m.

2. Discussion and Possible Action to Approve Minutes of the September 19, 2006 Meeting.

Mr. Sweetland moved to approve the minutes of the September 19, 2006 meeting and Ms. Brown seconded the motion. Mr. Sweetland and Ms. Brown voted in favor of the motion.

3. Discussion and Possible Action About Hiring Process for Financial Consultant/Auditor.

Mr. Sweetland and Ms. Brown discussed the Controller's office suggestion that, in order to save time and resources, RBOC consider selecting an auditor directly from the pre-qualified pool and not through an RFP process. In particular, the selection of Mr. Kuo was discussed since his initial proposal was superior to others and the RBOC was generally satisfied with his work from the first audit. Mr. Browne arrived at 2:00 p.m. and expressed his adamant opposition to this approach. Mr. Browne said he wants to open the selection process to as broad a list of candidates as possible. Ms. Brown stated that her interest in the direct selection of Mr. Kuo was primarily driven by the fact that it was the most expeditious approach and she repeated her satisfaction with Mr. Kuo's work. Ms. Brown also said that she was looking forward to working with Mr. Browne to develop a scope of services to accommodate Mr. Browne's ideas for additional consulting services. Mr. Sweetland moved that the Contracting Working Group recommend to the full RBOC at the December 4, 2006 meeting that they directly select Mr. Kuo and request authority to negotiate his contract for full RBOC approval at the January 8, 2007 meeting. Ms. Brown seconded the motion. Mr. Sweetland and Ms. Brown voted in favor of the motion. Mr. Browne voted no. The motion passed.

4. General Public Comment. There was none.

5. Adjournment

Ms. Brown adjourned the meeting at 3:00 pm.

REVISED AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Thursday, December 14, 2006

9:30 am – 10:30 am

1155 Market Street (between 7 & 8th Streets) 5th Floor

Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

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1. Call to Order and Roll Call
2. Discussion and Possible Action to Approve Minutes of the November 13, 2006 Meeting
3. Discussion And Possible Action to Negotiate a Contract relating to expenditure of bond proceeds with Robert Kuo, Financial Consultant
4. General Public Comment
5. Adjournment

Committee staff and members can be reached at

bondoversight@sfgwater.org

or

415/487-5245

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

SPECIAL MEETING

Tuesday, February 13, 2007

11:30 am – 12:30 pm

1155 Market Street (between 7 & 8th Streets) 5th Floor

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Contracting Working Group Members

Aimee Brown

Brian Browne

Patrick Sweetland

1. Call to Order and Roll Call
2. Discussion and Possible Action to Approve Minutes of the November 13, 2006 Meeting
3. Discussion And Possible Action to provide additional information on tasks within the proposed Contract with Robert Kuo, Financial Consultant
4. General Public Comment
5. Adjournment

Committee staff and members can be reached at

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, September 7, 2007
2:00 pm – 3:30 pm
1155 Market Street (between 7 & 8th Streets) 4th Floor

Contracting Working Group Members

Patrick Sweetland

Aimee Brown

Stanton Jones

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1. Call to Order and Roll Call
2. Discussion and Possible Action Relating to RBOC Audit Prepared by Bob Kuo & Associates, Including Completion of Audit and Next Steps
3. Discussion and Possible Action Relating to Future Contracting Options and Requirements for RBOC
4. Discussion and Possible Action Relating to Work Scope of Future Contracts
5. Discussion and Possible Action Relating to RBOC Members Requests for Information from SFPUC Staff
6. Discussion and Possible Action Relating to Scheduling of Next Meeting
7. Adjournment

Committee staff and members can be reached at

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MINUTES
Public Utilities Revenue Bond Oversight Committee
Contracting Working Group

SPECIAL MEETING
Friday, September 7, 2007

2:00 p.m. – 3:30 p.m.
1155 Market Street (between 7 & 8th Streets) 4th Floor
San Francisco, CA 94103

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1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 2:06 pm and roll call was taken.
Present: Patrick Sweetland, Stan Jones, and Brian Browne.

2. Discussion and Possible Action Relating to RBOC Audit Prepared by Bob Kuo & Associates, Including Completion of Audit and Next Steps

Mr. Sweetland stated that the consultants report show that they have met the task as outlined and the Final Draft is due 9/11/07. Mr. Sweetland stated that there is nothing out of the ordinary in the working draft. The Contracting Working Group agreed that, assuming the report is complete and accepted, a letter transmittal will be created and sent to the Mayor and copy the Board of Supervisors and the Controller's Office. At that point RBOC would schedule a formal presentation to the Commission. Mr. Jones requested that staff submit a formal response to RBOC before the Committee presents to the Commission or submits documentation to the Mayor, Board of Supervisors or the Controller's Office.

3. Discussion and Possible Action Relating to Future Contracting Options and Requirements for RBOC

Chair Sweetland explained that the Committee received information that Esther Reyes from the Controller's Office will no longer handle RFP's for Contracts. He asked Ms. Stacy Camillo, SFPUC, to discuss possible contracting options to the Contracting Working Group. Ms. Camillo stated that there is an option to have the SFPC procure an auditor through the usual contracting RFP. She added that appearance wise it's not the best option to have the PUC pick an auditor directly. She suggested that it might be better if an impartial panel do the selection with the Controller's Office overseeing the process. Ms. Camillo stated that as a second option is to go through a pool of contractors, which she believes is maintained through the Controller's Office. Mr. Jones asked whether the decision to remove Esther Reyes from the procurement/contracting process came from Ed Harrington directly. He requested that SFPUC staff confirm whether her removal is a policy issue or a resource issue. Mr. Jones then asked staff to clarify where the pre-qualified pool of contractors list is maintained. To his knowledge DPW and the Airport maintain their own lists it's of pre-qualified contractors. Mr. Jones would like this matter and the response agendaized for the next meeting. Mr. Jones suggested that the SFPUC resource a Master Service Agreement maintained by the State, where pools are established and categorized. These lists include rates for each group level and are available to agencies throughout California. Ms. Camillo added that state approved consultants would still have to meet CCSF requirements. Mr. Browne asked staff to find out how the taxi Commission facilitates their contracting as the SFPUC may be able to use their model as an option.

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58
59
60 **4. Discussion and Possible Action Relating to Work Scope of Future Contracts**

61 Mr. Sweetland stated that Mr. Kuo's first engagement was three projects and the moneys
62 are due to run out by November 2nd. He stated that there are still concerns about projects
63 moving out of WSIP and into R&R. Mr. Browne stated that the consultants looked at the
64 Big 4, and the projects were not on time which he considers an area of risk. He asked if
65 the projects were consistent with the authorizations, and if there were other areas of risk
66 identified. Mr. Jones referenced an email from Steve Lawrence to GM Susan Leal, and
67 asked if the consultants had identified improper expenditures related to overhead; if so,
68 he believes PUC staff should investigate. Mr. Browne asked that the consultants review
69 Art Jensen's nine priority projects, as they are an issue that may come up in the next
70 year. In conclusion, Mr. Sweetland stated that there needs to be further discussion
71 regarding: WSIP projects moving into R&R, Completion timeframes, Improper
72 expenditures, Rates as an economic resource and Overhead costs.
73

74 **5. Discussion and Possible Action Relating to RBOC Members Requests for**
75 **Information from SFPUC Staff**

76 Mr. Browne requested the Systems Reliable Average. Staff notified Mr. Browne that Mary
77 Hannaford is currently working on his historical data request.
78 Mr. Jones asked staff for clarification on the WSIP engineering resources. Specifically Mr.
79 Jones would like to know if the engineering for WSIP is done in-house, with outside
80 consultants or both, and how the work is being distributed between those resources.
81 Committee requested dates for project site visits.
82

83 **6. Discussion and Possible Action Relating to Scheduling of Next Meeting**

84 Mr. Sweetland suggested and the Contracting Working Group agreed that they would
85 schedule the next meeting during or after the upcoming RBOC meeting.
86

87 **7. Adjournment**

88
89 With Mr. Jones' motion and Mr. Browne's second, Mr. Sweetland adjourned the meeting
90 at 3:08 p.m.
91
92

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, October 31, 2007

10:00 am – 12:00 pm

1155 Market Street (between 7 & 8th Streets) 11th Floor, Conference Room A

Contracting Working Group Members

Patrick Sweetland

Brian Browne

Stanton Jones

DOCUMENTS DEPT.

OCT 29 2007

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1. Call to Order and Roll Call
2. Discussion Related to RBOC Audit Prepared by Bob Kuo & Associates, Including Completion of Audit and Next Steps
3. Discussion Related to Future Contracting Options and Requirements for RBOC
4. Discussion Related to Work Scope of Future Contracts
5. Discussion Related to RBOC Members Requests for Information from SFPUC Staff
6. Discussion Related to Scheduling of Next Meeting
7. Adjournment

Committee staff and members can be reached at

bondoversight@sfgwater.org

or

415/487-5245

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

NOTICE OF CANCELLATION

Wednesday, October 31, 2007
10:00 am – 12:00 pm
1155 Market Street (between 7 & 8th Streets) 11th Floor, Conference Room A

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stanton Jones

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OCT 30 2007

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, November 14, 2007

1:30 pm – 3:30 pm

1155 Market Street (between 7 & 8th Streets) 5th Floor Conference Room

11-10-07 ALB:20 RCVD

Contracting Working Group Members

Patrick Sweetland

Brian Browne

Stanton Jones

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NOV - 9 2007

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1. Call to Order and Roll Call
2. Discussion and Possible Action Related to Future Contracting Options and Requirements for RBOC, including Expansion of Consultants Pool
3. Discussion and Possible Action Related to Work Scope of Future Contracts
4. Discussion and Possible Action of Other Items by Committee Members.
5. Discussion and Possible Action Related to Scheduling of Next Meeting
6. Adjournment

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, November 28, 2007

1:30 pm – 3:30 pm

1155 Market Street (between 7 & 8th Streets) 11th Floor Conference Room A

11-21-07R03:46 RCYD

Contracting Working Group Members

Patrick Sweetland

Brian Browne

Stanton Jones

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NOV 21 2007

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1. Call to Order and Roll Call
2. Discussion and possible action to approve the minutes from Working Group meetings held September 7, 2007 and November 14, 2007
3. Discussion and Possible Action Related to Future Contracting Engagement
4. Presentation by Stanton Jones on Possible Future Work Scope Addressing WSIP Overhead Costs
5. Discussion and Possible Action on Other Items by Committee Members Not on Today's Agenda
6. Discussion and Possible Action Related to Scheduling of Next Meeting
7. Adjournment

Committee staff and members can be reached at

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Monday, December 10, 2007

8:30 a.m. – 9:30 a.m.

1155 Market Street (between 7 & 8th Streets) 4th Floor Conference Room

12-03-07 8:12:23 AM

Contracting Working Group Members

Patrick Sweetland

Brian Browne

Stanton Jones

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DEC - 3 2007

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1. Call to Order and Roll Call
2. Discussion and Possible Action Related to Future Work Scope- Audit of WSIP Indirect Costs
3. Discussion and Possible Action Related to Scheduling of Next Meeting
4. Adjournment

Committee staff and members can be reached at

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MINUTES

Contracting Working Group
Of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, December 10 2007

8:30 a.m. – 9:30 a.m.
1155 Market Street (between 7 & 8th Streets) 4th Floor
San Francisco, CA 94103

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JAN - 9 2008

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1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 8:40 a.m. and roll call was taken.
Present: Patrick Sweetland, Brian Browne and Stan Jones

2. Discussion and Possible Action Related to Future Work Scope-Audit of WSIP indirect Costs

Mr. Sweetland stated that he received a copy of an email from Mr. Jones regarding the language on the indirect cost survey. Mr. Sweetland asked for Committee members to provide an overview of their progress researching other agencies' indirect cost structure. Mr. Browne stated that he has identified people at certain agencies to gather information about their indirect costs and cost allocation plans. He stated that he is waiting to receive notification from staff on whether he could distribute the indirect cost worksheet provided to the Committee by the SFPUC Budget Director. Mr. Browne's concern was that the worksheet may be proprietary. Mr. Browne confirmed that he would contact the agencies now that he has confirmation that the guidelines could be made available to the public.

Mr. Jones stated that he was able to contact four city departments: MUNI, MTA, Recreation & Parks and DPW as well as EBMUD. He stated according to the contacts he spoke with, if a department is receiving Federal Funds, OMB A-87 dictates the guidelines for developing cost allocation plans. He stated that the four agencies all have different rates for facility, project and operational indirect costs, but are generally using the same scheme as the SFPUC by including salaries for determining the overhead rate. Mr. Jones states that his main concern is determining whether or not indirect costs are allowable, allocable and reasonable. Mr. Jones distributed copies of the Rules and Regulations Pertaining to the San Francisco Administrative Code, Chapter 21, Acquisitions of Commodities and Services. He suggested that they get an initial view from a consultant who knows overhead costs, and who has looked over the PUC's method of allocating indirect costs and determine if a full blown study is needed. Mr. Jones stated that the main purpose for the initial expedited review would be to review the methodology, looking at the elements of indirect costs and then determining whether these costs are allowable, allocable and reasonable.

Mr. Sweetland stated that the Subcommittee will advise to expedite a review as they are not operating independently from RBOC. Mr. Jones confirmed that the review should be based on PUC allocation of indirect costs to determine if they are allowable and reasonable; a consultant will render a judgment and conclude if further investigation is needed. Mr. Sweetland asked staff to confirm if an overhead cost study was done already and, if so, he suggested that the consultants use it as a basis for the future review. He confirmed that a review would be based on FY 2006-2007. Mr. Sweetland stated that he would work on a draft of a scope of work and bring it to the next Subcommittee meeting.

Mike Brown from SFPUC Finance noted that the next issuance of bonds would be likely Summer/Fall 2008 which means RBOC would not receive another infusion of funds for another year. The remaining approximate amount of \$75K will need to stretch out until then.

59 There were no members of the public present for comment.
60
61

62 **3. Discussion and Possible Action Related to Scheduling of Next Meeting**

63 The Committee decided to hold the next Contracting Working Group meeting on January
64 9, 2008, 9:00 a.m. to 10:30 a.m. Mr. Sweetland asked staff to determine the exact
65 location and notify Committee members as soon as it has been confirmed.
66

67 **4. Adjournment**

68 Mr. Sweetland adjourned the meeting at 9:28 a.m.
69

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, January 9, 2008
9:00 a.m. – 10:30 a.m.
1155 Market Street (between 7 & 8th Streets)
11 Fl Conf B

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stanton Jones

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JAN - 3 2008

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1. Call to Order and Roll Call
2. Discussion and possible action related to the approval of minutes from the Working Group meeting held December 10, 2007
3. Discussion and Possible Action Related to Future Work Scope- Audit of WSIP Indirect Costs
4. Discussion and Possible Action Related to Scheduling of Next Meeting
5. Adjournment

Committee staff and members can be reached at

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Or

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 8, 2008
9:00 a.m. – 10:30 a.m.
1155 Market Street (between 7 & 8th Streets)
11 FI Conf A

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stanton Jones

DOCUMENTS DEPT.

FEB - 5 2008

SAN FRANCISCO
PUBLIC LIBRARY

1. Call to Order and Roll Call
2. Discussion and Possible Action Related to the Review of Proposed Work Scope for Internal Charges
3. Discussion and Possible Action Related to Scheduling of Next Meeting
4. Adjournment

Committee staff and members can be reached at

bondoversight@sfwater.org

Or

415/487-5245

.....
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MINUTES
Contracting Working Group
Of the
Public Utilities Revenue Bond Oversight Committee

Friday February 8, 2008
9:00 a.m. – 9:30 a.m.
1155 Market Street (between 7 & 8th Streets)
11th Floor, Conf. A
San Francisco, CA 94103

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FEB 26 2008

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1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 9:12 a.m. and roll call was taken. Present: Patrick Sweetland, Stan Jones; Brian Browne was not present. Mr. Sweetland noted that he received email communication from Mr. Browne explaining his absence and his objection to the short notice of the meeting. Mr. Sweetland asked that Mr. Brown's objection be included in the meeting minutes.

2. Discussion and Possible Action Related to the Review of Proposed Work Scope for Internal Charges

Mr. Sweetland stated that the draft work scope now includes the following sections: Introduction, General Project Overview, Project Background, Statement of Work and Consultants Qualification. He stated that this draft is open for discussion and editing purposes. He asked Committee and staff to review the draft so that a completed work scope can be presented to the full Committee at the February 11, 2008 meeting. Mr. Jones submitted edits under the General Project Overview, Project Background and Consultant Qualifications sections. Mr. Jones motioned to take the newly edited version of the work scope before the full Committee, Mr. Sweetland seconded. The proposed work scope was passed and will be presented to RBOC on February 11, 2008.

Mr. Jones stated that at the time of entering the contract the vendor should be HRC compliant vendors and should have experience including analyses of indirect costs. Mr. Jones and Mr. Sweetland confirmed that the Committee has the option of 1.) Getting a task change under the current Kuo contract, 2) Shopping the RFP through the Controller's pool 3.) Sending out an RFP and receiving informal presentations from any and all auditors qualified through the City and County of SF. Mr. Jones noted that he is in favor of either the task change to Kuo's contract, in order to see what kind of group Kuo can bring in, or sending out an RFP to all of the compliant auditors so they are not confined to the Controller's pool. Mr. Jones continued that the Subcommittee could send a request for qualifications to the qualified pool, interview a minimum of three candidates and cap the budget between \$25K- \$50K. Staff will outline the different options and send to members by the next Subcommittee meeting. Mr. Sweetland stated that he would make the proposed changes and email a revised draft of the work scope to Subcommittee members and staff.

Mr. Sweetland noted that he sent a request to staff to amend item 4 for the RBOC meeting to include "possible action". Staff explained that the request was missed but because the agenda had been posted they would have to confirm with Ken Roux, Deputy City Attorney, on whether the item could be amended. If the verbiage stays as is, the full committee will only be allowed to discuss the proposed agenda and will be unable to vote for adoption.

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3. Discussion and Possible Action Related to Scheduling of Next Meeting

Mr. Sweetland asked Subcommittee members to submit three or four possible meeting dates over the next two weeks in order to move the process along. He noted that committee action needs two out of three votes to pass and stated that attendance and participation is appreciated and helpful in maintaining the momentum. Mr. Sweetland asked staff to confirm the meeting date once the suggested times were submitted by fellow members.

4. Adjournment

Mr. Sweetland adjourned the meeting at 9:50 a.m.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 22, 2008
2:00 p.m. – 3:30 p.m.
1155 Market Street (between 7 & 8th Streets)
11 FI Conf B

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stanton Jones

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FEB 19 2008

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1. Call to Order and Roll Call
2. Discussion and Possible Action Related to the Review of Proposed Work Scope for Internal Charges
3. Discussion and Possible Action Related to Consultant Selection Process
4. Discussion and Possible Action Related to Approval of Draft Minutes from 2/8/08 Meeting
5. Discussion and Possible Action Related to Scheduling of Next Meeting
6. Adjournment

Committee staff and members can be reached at

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Or

415/487-5245

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 22, 2008
3:00 p.m. – 4:30 p.m.
1155 Market Street (between 7 & 8th Streets)
11 FI Conf B

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stanton Jones

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FEB 20 2008

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2. Discussion and Possible Action Related to the Review of Proposed Work Scope for Internal Charges
3. Discussion and Possible Action Related to Consultant Selection Process
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AGENDA

**Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee**

Friday, July 18, 2008

2:00 p.m. – 4:00 p.m.

San Francisco Public Utilities Commission

1145 Market Street (between 7 & 8th Streets) 1st Floor Conference Room

07-15-08A08:14 RCVD

Committee Members

Patrick Sweetland, Chair

Brian Browne

Stan Jones

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JUL 15 2008

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1. Public Comment- Members of the public may address the RBOC on matters that are within the RBOC's jurisdiction and are not on today's agenda
2. Attendance at RFQ Pre –Bid Conference (no committee business to be discussed or undertaken)

Committee staff and members can be reached at

bondoversight@sfwater.org

Or

415/487-5245

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Explanatory Documents: Copies of Explanatory Documents listed in this agenda, if any materials related to an item on this agenda have been distributed to the Contracting Working Group of the Revenue Bond Oversight Committee after distribution of the agenda packet, those materials are available for public inspection at the SFPUC Finance Director's Office, 1155 Market St, 5th Floor, during normal office hours.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, November 7, 2008
1:30 p.m. – 3:00 p.m.
1155 Market Street (between 7 & 8th Streets)
11 FI Conference Room A

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stan Jones

DOCUMENTS DEPT.

NOV - 4 2008

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1. Call to Order and Roll Call
2. Discussion and Possible Action regarding recommendations to the Revenue Bond Oversight Committee regarding review of SFPUC WSIP projects
3. Discussion and Possible Action regarding recommendations to the Revenue Bond Oversight Committee regarding Allocation of Overhead Costs to Ratepayers
4. Discussion and Possible Action related to scheduling of the next meeting
5. Adjournment

Committee staff can be reached at:
Victor Young, Committee Clerk
Victor.Young@sfgov.org
415/554-7723

Or

bondoversight@sfgwater.org
415/487-5245

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, November 21, 2008
2:00 p.m. – 4:00 p.m.
1155 Market Street (between 7th & 8th Streets)
6th FI Conference Room

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stan Jones

DOCUMENTS DEPT.

NOV 18 2008

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2. Discussion and Possible Action regarding recommendations to the Revenue Bond Oversight Committee regarding review of SFPUC WSIP projects
3. Discussion and Possible Action regarding recommendations to the Revenue Bond Oversight Committee regarding Allocation of Overhead Costs to Ratepayers
4. Discussion and Possible Action regarding recommendation to the Revenue Bond Oversight Committee regarding the financing and funding sources for future RBOC reports
5. Discussion and Possible Action regarding the Robert Kuo Consulting LLC contract deadline and the timeline for delivery of work products
6. Discussion and Possible Action related to scheduling of the next meeting of the Contracting Working Group
7. Discussion and Possible Action Related to Approval of Draft Minutes from the 11/07/08 Meeting of the Contracting Working Group
8. Adjournment

For information concerning agendas, minutes and meeting information
please contact:

Victor Young, Committee Clerk
Victor.Young@sfgov.org
415/554-7723

For information concerning SFPUC reports and documents
please contact:

bondoversight@sfwater.org

415/487-5245

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MINUTES
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, November 21, 2008
2:00 p.m. – 4:00 p.m.
1155 Market Street (between 7th & 8th Streets)
6th Floor Conference Room

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stan Jones

1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 2:10 p.m. and roll call was taken.

Present: Patrick Sweetland, Brian Browne and Stan Jones.

Absent: None.

There was a quorum.

2. Discussion and possible action regarding recommendations to the Revenue Bond Oversight Committee regarding review of SFPUC WSIP projects

The Contracting Working Group discussed the scope for a professional service contract to review SFPUC WSIP projects.

To avoid speculation, Mr. Sweetland suggested that a consultant review previously completed WSIP projects to avoid speculation and address known project cost. In addition, the consultant will set forth their work approach. A major component of the report should include a detailed analysis of overall project budget and how the various work components held up versus the budgeted amounts. Goals of the review should include, but not be limited to, contingency, overages, change orders, reason for changes, affordability, and fulfillment of the criteria of Proposition P.

It was suggested that the most expensive regional project, most likely the Sunset Reservoir North Basin, be reviewed by SFPUC staff (project manager) and presented to the RBOC in early 2009.

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Mr. Browne suggested scheduling a meeting to discuss the purpose, the accomplishments and the future goals of the RBOC in order to better inform the public.

Mr. Browne also suggested that the RBOC be assigned consultants independent from the City. The RBOC does not have the expertise in areas such as various engineering disciplines, finance and legal experts.

Public Comment: Steve Lawrence inquired about the target of expenditures for WSIPs. Mr. Lawrence suggested calling hearings, inspecting documents, and using experts to review the use of funds by WSIP to provide answers as to how efficiently funds are being used in accomplishing the WSIP goals to deliver reliable water service.

3. Discussion and possible action regarding recommendations to the Revenue Bond Oversight Committee regarding allocation of overhead costs to ratepayers

The report regarding allocation of overhead costs to ratepayers is currently in progress and is expected to be delivered in December of 2008.

4. Discussion and possible action regarding recommendations to the Revenue Bond Oversight Committee regarding the financing and funding sources for future RBOC reports

The RBOC received 1/20 of 1 percent for every bond dollar sold. The next bond sale is scheduled to occur in May of 2009. The RBOC currently has \$102,000, minus \$27,000 for the Robert Kuo Consulting LLC contract. There is a possibility that the RBOC could finance future work orders/contracts to be paid back once the bonds are sold.

5. Discussion and possible action regarding the Robert Kuo Consulting LLC contract deadline and the timeline for delivery of work products

The Robert Kuo Consulting LLC contract expires on December 31, 2008; however, the contract may get extended to March 2, 2009 as there is still \$27,000 remaining on the current contract. The entire Robert Kuo Consulting LLC contract must be completed and delivered by the end of the contract. If any additional work is requested or anticipated to be completed after March 2, 2009, a new Request for Proposals will be required.

91 6. **Discussion and possible action related to scheduling of the next**
92 **meeting of the Contracting Working Group**
93

94 The next meeting of the Contracting Working Group to be determined.
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96 7. **Discussion and possible action related to approval of draft**
97 **minutes from the November 7, 2008 meeting of the Contracting**
98 **Working Group**
99

100 Mr. Jones moved, seconded by Mr. Browne, to approve the minutes of
101 November 7, 2008 as amended.

102 The minutes passed unanimously.
103

104 8. **Adjournment**
105

106 Chair Sweetland adjourned the meeting at 3:44 p.m.
107
108

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 13, 2009
2:00 p.m. – 4:00 p.m.
1155 Market Street (between 7th & 8th Streets)
4th FI Conference Room

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stan Jones

1. Call to Order and Roll Call
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda
3. Discussion and Possible Action regarding recommendation on the engagement of a consultant for the following:
 - a. Review of construction costs on a WSIP completed project
 - b. Engagement to ensure uninterrupted water supply
 - c. Other committee members issues
4. Discussion and Possible Action regarding the status of the Robert Kuo Consulting LLC contract
5. Discussion and Possible Action regarding SFPUC's Overhead Cost Allocation Study
6. Discussion and Possible Action regarding SFPUC's Indirect Cost Plan
7. Discussion and Possible Action related to scheduling the next meeting of the Contracting Working Group
8. Discussion and Possible Action related to Approval of Draft Minutes from the 11/21/08 Meeting of the Contracting Working Group
9. Adjournment

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MINUTES
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 13, 2009
1155 Market Street (between 7th & 8th Streets)
4th Floor Conference Room

Contracting Working Group Members
Patrick Sweetland
Brian Browne
Stan Jones

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1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 2:10 pm and roll call was taken.

Present: Patrick Sweetland, Brian Browne and Stan Jones.

Absent: None.

There was a quorum.

2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda

There was no public comment

3. Discussion and Possible Action regarding recommendation on the engagement of a consultant for the following:

- a. Review of construction costs on a WSIP completed project**
- b. Engagement to ensure uninterrupted water supply**
- c. Other committee members issues**

Mr. Sweetland presented a report concerning the cost of the completed project CUW35801 Sunset Reservoir Upgrades North Basin to act as a sample test case for various issues.

Based on the report a scope of consultant services contract can be created to review at completed projects. The new consultant services contract's goal is to assist in forecasting cost and assist in tracking methods used to created accountability and insure the WSIP funds are used correctly.

The scope will be from the time the budget was adopted until completion.

Mr. Sweetland will report back to the RBOC concerning the Contracting Working Group's recommendation to review two

completed projects with the possibilities of three additional project review.

Public Comment: None.

4. Discussion and Possible Action regarding the status of the Robert Kuo Consulting LLC contract

The Robert Kuo Consulting LLC contract was extended but the RBOC cannot expect any additional services as all services must be completed before March 2, 2009.

Mr. Brown, SFPUC, will provide a list of possible vendors to the next RBOC meeting.

Public Comment: None.

5. Discussion and Possible Action regarding SFPUC's Overhead Cost Allocation Study

This discussion topic is a duplicate of item No. 6. This item was tabled.

6. Discussion and Possible Action regarding SFPUC's Indirect Cost Plan

The Indirect Cost Plan report is expected to be complete by February 20, 2009. Mr. Brown, SFPUC, will keep the RBOC up to date on the status of the report.

Public Comment: None.

7. Discussion and Possible Action related to scheduling the next meeting of the Contracting Working Group

There was no comment.

8. Discussion and Possible Action related to Approval of Draft Minutes from the 11/21/08 Meeting of the Contracting Working Group

Mr. Jones moved, seconded by Mr. Browne, to approve the minutes of November 7, 2008 as amended.
The minutes passed unanimously.

Public Comment: None.

9. Adjournment

Chair Sweetland adjourned the meeting at 3:10 pm

Approved by the Contracting Working Group on September 11, 2009.

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, September 11, 2009
1:30 p.m. – 3:00 p.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland, Chair
Stan Jones, Vice-Chair
Brian Browne

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SEP - 8 2009

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1. Call to Order and Roll Call
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda
3. Discussion and Review regarding the scope of work outlined in Agreement No CS 983 for audit services of the Water System Improvement Program (WSIP) awarded to Robert Kuo Consulting LLC.
4. Discussion and Possible Action regarding contracting provisions available to the Revenue Bond Oversight Committee (RBOC).
5. Discussion and Possible Action related to approval of draft minutes from the February 13, 2009 meeting of the Contracting Working Group
6. Adjournment

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Revised 9/8/09

**AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee**

Friday, September 11, 2009
1:30 p.m. – 3:00 p.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland, Chair
Stan Jones
Brian Browne

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1. Call to Order and Roll Call
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.
3. Discussion and Review regarding the scope of work outlined in Agreement No. CS 983 for audit services of the Water System Improvement Program (WSIP) with Robert Kuo Consulting LLC.
4. Discussion and Possible Action regarding contracting provisions available to the Revenue Bond Oversight Committee (RBOC).
5. Discussion and Possible Action related to approval of draft minutes from the February 13, 2009 meeting of the Contracting Working Group.
6. Adjournment

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Tuesday, October 13, 2009
2:00 p.m. – 4:00 p.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room A

Contracting Working Group Members
Patrick Sweetland, Chair
Brian Browne
Stan Jones

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.
3. Discussion and Possible Action to recommend improvements to RBOC actions to engage contracting services.
4. Discussion and Review of the work progress by Robert Kuo Consulting LLC on Contract/Agreement CS-983 for audit services, Water System Improvement Program (WSIP).
5. Discussion and Review on the status of the Indirect Cost Study.
6. Discussion and Possible Action concerning barring the payment for retroactive contracts from revenue bonds or from the RBOC budget.
7. Discussion and Possible Action related to the approval of draft minutes for the September 11, 2009, meeting of the RBOC Contracting Working Group.
8. Adjournment.

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Public Comment: None.

Continued to the Call of the Chair.

4. Discussion and Review of the work progress by Robert Kuo Consulting LLC on Contract/Agreement CS-983 for audit services, Water System Improvement Program (WSIP).

Chair Sweetland presented an overview of the work progress made by Robert Kuo Consulting LLC on Contract/Agreement CS-983 for audit services, Water System Improvement Program.

Other Speakers: Mark Blake, Deputy City Attorney; Charles Perl, SFPUC.

Public Comment: None.

5. Discussion and Review on the status of the Indirect Cost Study.

Commissioner Jones provided an overview of the status of his review on the Indirect Cost Study.

Other Speaker: Charles Perl, SFPUC.

Public Comment: None.

6. Discussion and Possible Action concerning barring the payment for retroactive contracts from revenue bonds or from the RBOC budget.

Commissioner Browne expressed concerns and desire to bar payments for retroactive contracts from revenue bonds or from the RBOC budget.

Other Speaker: Mark Blake, Deputy City Attorney.

Public Comment: None.

Continued to the Call of the chair.

7. Discussion and Possible Action related to the approval of draft minutes for the September 11, 2009, meeting of the RBOC Contracting Working Group.

Chair Sweetland moved, seconded by Commissioner Jones, to approve the Contracting Working Group's minutes of February 13, 2009.

The motion passed by the following vote:

Ayes: Sweetland and Jones

04
05 Noes: Browne
06

07 Pubic Comment: None.
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09 **8. Adjournment**
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11 Chair Sweetland adjourned the meeting at 3:45 p.m.
12

13 The minutes of the RBOC Contracting Working Group was approved by
14 the Working Group on November 6, 2009.
15
16

AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, November 6, 2009
2:00 p.m. – 4:00 p.m.
1155 Market Street (between 7th & 8th Streets)
4th Floor Conference Room

Contracting Working Group Members

Patrick Sweetland, Chair

Brian Browne

Stan Jones

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.
3. Discussion and Possible Action concerning updating the contract scope and compensation for the audit of the Water System Improvement Program (WSIP) per Contract/Agreement No. CS 983 by Robert Kuo Consulting LLC.
4. Discussion and Possible Action concerning RBOC contracting procedures:
 - a. Response from the SFPUC Contracting Group concerning questions raised by the Contracting Working Group on September 11, 2009.
 - b. Review of the current and proposed Contracting Procedures.
 - c. Possible improvements to RBOC procedures to engage in contracting services.
5. Discussion and Possible Action concerning future consultant work tasks for presentation before the RBOC.
6. Discussion and Review on the status of the Indirect Cost Study.
7. Discussion and Possible Action related to the approval of draft minutes for the October 13, 2009, meeting of the RBOC Contracting Working Group.
8. Adjournment.

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**AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee**

Monday, November 16, 2009
8:30 a.m. – 9:30 a.m.
1155 Market Street (between 7th & 8th Streets)
4th Floor Conference Room

Contracting Working Group Members

Patrick Sweetland, Chair
Brian Browne
Stan Jones

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.
3. Discussion and Possible Action concerning the Robert Kuo Consulting LLC's request to update the scope of the audit of the Water System Improvement Program (WSIP) in Contract/Agreement No. CS 983 and to increase the contract amount.
4. Adjournment.

For information concerning agendas, minutes and meeting information
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Victor.Young@sfgov.org
415/554-7723

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please contact:

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Explanatory Documents: Copies of Explanatory Documents listed in this agenda, if any, and other related materials received by the Contracting Working Group of the Revenue Bond Oversight Committee after the posting of the agenda, are available for public inspection at 1155 Market

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, December 4, 2009
1:00 p.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland, Chair

Brian Browne

Stan Jones

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.
3. Discussion and Possible Action concerning the RBOC contracting procedures and possible improvements to the procedure.
4. Discussion and Possible Action related to the approval of draft minutes for the November 6, 2009 and November 16, 2009, meetings of the RBOC Contracting Working Group.
5. Adjournment.

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TABLE I		Summary of the results of the experiments	
Experiment	Results	Experiment	Results
1	1.00	10	0.95
2	0.98	11	0.92
3	0.96	12	0.90
4	0.94	13	0.88
5	0.92	14	0.86
6	0.90	15	0.84
7	0.88	16	0.82
8	0.86	17	0.80
9	0.84	18	0.78
19	0.76	20	0.74
21	0.72	22	0.70
23	0.68	24	0.66
25	0.64	26	0.62
27	0.60	28	0.58
29	0.56	30	0.54
31	0.52	32	0.50
33	0.48	34	0.46
35	0.44	36	0.42
37	0.40	38	0.38
39	0.36	40	0.34
41	0.32	42	0.30
43	0.28	44	0.26
45	0.24	46	0.22
47	0.20	48	0.18
49	0.16	50	0.14
51	0.12	52	0.10
53	0.08	54	0.06
55	0.04	56	0.02
57	0.00	58	0.00
59	0.00	60	0.00
61	0.00	62	0.00
63	0.00	64	0.00
65	0.00	66	0.00
67	0.00	68	0.00
69	0.00	70	0.00
71	0.00	72	0.00
73	0.00	74	0.00
75	0.00	76	0.00
77	0.00	78	0.00
79	0.00	80	0.00
81	0.00	82	0.00
83	0.00	84	0.00
85	0.00	86	0.00
87	0.00	88	0.00
89	0.00	90	0.00
91	0.00	92	0.00
93	0.00	94	0.00
95	0.00	96	0.00
97	0.00	98	0.00
99	0.00	100	0.00

MINUTES
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, December 4, 2009
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland
Brian Browne
Stan Jones

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MAR - 5 2010

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1. Call to Order and Roll Call

Chair Sweetland called the meeting to order at 1:05 p.m. and roll call was taken.

Present: Patrick Sweetland, Brian Browne, and Stan Jones.
Absent: None.

There was a quorum.

2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction and are not on today's agenda.

Public Comment: None.

3. Discussion and Possible Action concerning the RBOC contracting procedures and possible improvements to the procedure.

Chair Sweetland provided an overview of the Contracting Working Group's previous discussions and concerns regarding contracting procedures and possible improvements to the procedure.

Discussions occurred concerning contracting procedures and possible improvements to the procedure.

The Working Group will present their findings to the RBOC at the next available meeting.

Other Speakers: Mike Brown, SFPUC.

Public Comment: None.

47
48
49 **4. Discussion and Possible Action related to the approval of draft**
50 **minutes for the November 6, 2009 and November 16, 2009, meetings**
51 **of the RBOC Contracting Working Group.**

52 Member Brown moved, seconded by Member Jones, to approve the
53 minutes of November 6, 2009.

54
55 Ayes: Sweetland, Browne and Jones.

56 Noes: None.

57
58 The minutes for November 6, 2009 were adopted.

59
60 Chair Sweetland moved, seconded by Member Jones, to approve the
61 minutes of November 16, 2009.

62
63 Ayes: Sweetland and Jones.

64 Nones: None.

65 Abstained: Browne.

66
67 The minutes for November 16, 2009 were adopted.

68
69 Public Comment: None.

70
71 **5. Adjournment**

72
73 Chair Sweetland adjourned the meeting at 2:11 p.m.

74
75 The Minutes of the RBOC Contracting Working Group was approved by
76 the RBOC Contracting Working Group on February 26, 2010.

**AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee**

Friday, February 26, 2010
1:30 p.m. - 3:30 p.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland, Chair
Brian Browne
Kyle Rhorer

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Review, Discussion and Possible Action pertaining to submittal of Request for Qualifications to auditing consulting firms.
4. Discussion and Possible Action related to the approval of draft minutes for the December 4, 2009 meeting of the RBOC Contracting Working Group.
5. Adjournment.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, April 28, 2010
9:30 a.m. - 11:30 a.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Kyle Rhorer - Chair
Brian Browne
David Sutter

1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Review, Discussion and Possible Action pertaining to submittal of Request for Qualifications to auditing consulting firms.
4. Discussion and Possible Action related to the approval of draft minutes for the February 26, 2010, meeting of the RBOC Contracting Working Group.
5. Adjournment.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, July 9, 2010
9:30 a.m. - 11:30 a.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Kyle Rhorer, Chair

Brian Browne

David Sutter

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Update, Discussion and Possible Action related to the engagement of academic institutions to provide analysis of the Water System Improvement Projects (WSIP) and/or the Revenue Bond Oversight Committee (RBOC).
4. Update, Discussion and Possible Action to engage a firm from the approved City Controller's pool to provide specific analytical services such of the development of key performance indicators.
5. Update, Discussion and Possible Action to develop a Request for Proposals (RFP) document to solicit analytical/oversight services in the construction management/administration field.
6. Discussion and Possible Action related to the approval of draft minutes for the April 30, 2010, meeting of the RBOC Contracting Working Group.
7. Adjournment.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, August 6, 2010
9:30 a.m. - 11:30 a.m.
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Kyle Rhorer, Chair
Brian Browne
David Sutter

1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Discussion and possible action regarding to the use of Controller's "Construction Contract Audit and Project Consulting Services" consultant pool for provision of professional services relating to key performance indicators for construction management.
4. Discussion and possible action regarding a RFP for professional services relating to key performance indicators for construction management.
5. Discussion and possible action regarding presentations and discussions from universities at a future RBOC Contracting Committee meeting.
6. Discussion and Possible Action related to the approval of draft minutes for the July 9, 2010, meeting of the RBOC Contracting Working Group.
7. Adjournment.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Tuesday, August 31, 2010
9:00 a.m. - 11:00 a.m.
1155 Market Street (between 7th & 8th Streets)
6th Floor Conference Room

Note: Each item on the Regular Agenda may include explanatory documents, including reports and public correspondence. These items are available for review at City Hall, Room 244, and Reception Desk.

Contracting Working Group Members

Kyle Rhorer, Chair
Brian Browne
David Sutter

1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee (RBOC) Contracting Working Group on matters within the RBOC's jurisdiction that are not on today's agenda.
3. Discussion and Possible Action concerning the status/progress of the Water Supply Improvement Program (WSIP) and entering into a contract with the University of California Berkeley (UCB) and the University of California Los Angeles (UCLA) to conduct an independent review to determine the feasibility of completing this project on time (2015) and on budget (approximately \$4.7 Billion).
4. Discussion and Possible Action related to the approval of draft minutes for the August 6, 2010, meeting of the RBOC Contracting Working Group.
5. Adjournment.

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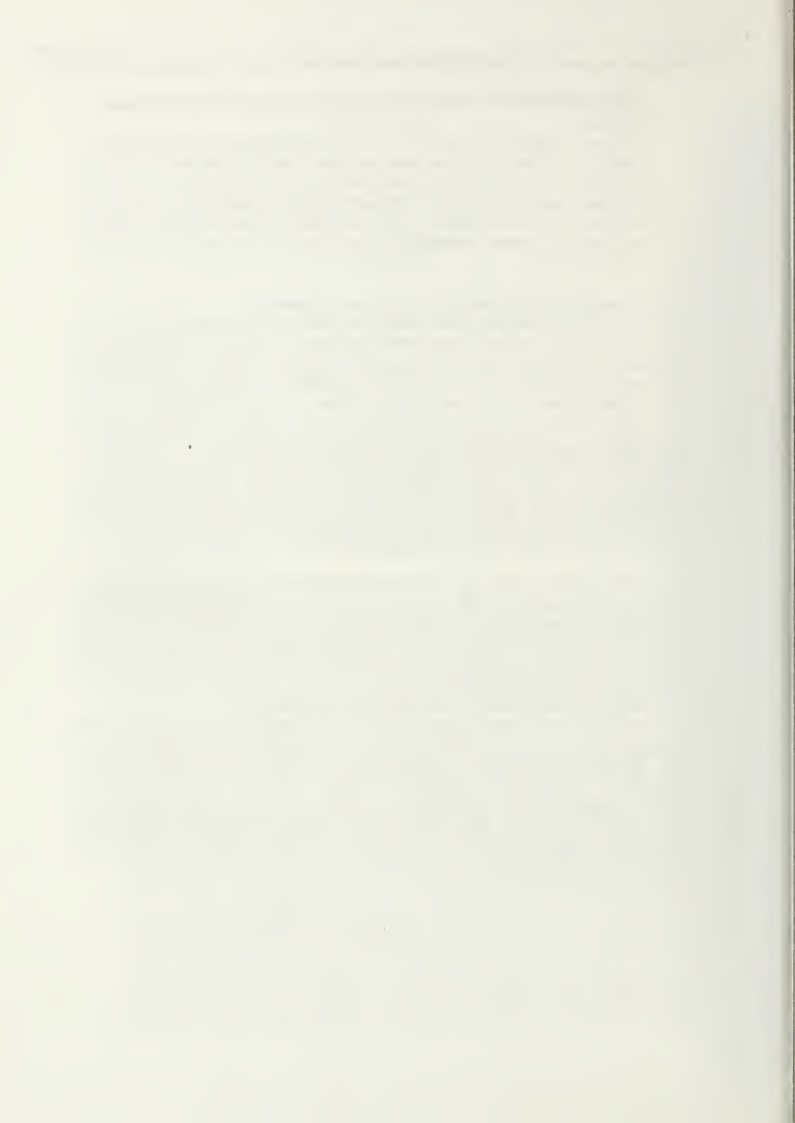
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Public Utilities Revenue Bond Oversight Committee Contracting Working Group

Minutes

Tuesday, August 31, 2010

9:00 a.m. - 11:00 a.m.

1155 Market Street (between 7th & 8th Streets)

6th Floor Conference Room

(The meeting was moved to the 4th Floor Conference Room)

Note: Each item on the Regular Agenda may include explanatory documents, including reports and public correspondence. These items are available for review at City Hall, Room 244, Reception Desk.

Contracting Working Group Members

Kyle Rhorer, Chair

Brian Browne

David Sutter

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REGULAR AGENDA

1. Call to Order and Roll Call

The meeting convened at 9:15 a.m.

On the call of the roll, there were no members noted absent. There was a quorum.

Present: Chairperson Rhorer, Member Browne and Member Sutter.

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee (RBOC) Contracting Working Group on matters within the RBOC's jurisdiction that are not on today's agenda.

Public Comment:

Nancy Wuerfel expressed concerns with the availability of the Revenue Bond Oversight Committee finances and accounting information.

Mark Blake, Deputy City Attorney, and Marc Hughes, Debt Manager, San Francisco Public Utilities Commission, responded to questions from members of the RBOC Contracting Working Group.

3. Discussion and Possible Action concerning the status/progress of the Water Supply Improvement Program (WSIP) and entering into a contract with the University of California Berkeley (UCB) and the University of California Los Angeles (UCLA) to conduct an independent review to determine the feasibility of completing this project on time (2015) and on budget (approximately \$4.7 Billion).

Chair Rhorer welcome guests from the University of California Los Angeles and Berkeley. Discussions were conducted concerning the status/progress of the Water Supply Improvement Program (WSIP) and entering into a contract with the University of California Berkeley (UCB) and the University of California Los Angeles (UCLA) to conduct an independent review to determine the feasibility of completing this project on time (2015) and on budget (approximately \$4.7 Billion).

Guest Speakers:

J.R. DeShazo,
Luskin Center Director,
Associate Professor in the School of Public Policy and Social Research
University of California Los Angeles

Colleen Callahan
Deputy Director, Luskin Center
University of California Los Angeles

W. Michael Hanemann
University of California Berkeley
Chancellor's Professor
Director, California Climate Change Center, Department of Agricultural and
Resource Economics and Goldman School of Public Policy

John Dracup
University of California Berkeley
Professor of the Graduate School
Civil and Environmental Engineering

Mark Blake, Deputy City Attorney and Marc Hughes, Debt Manager, San Francisco Public Utilities Commission, responded to questions from members of the RBOC Contracting Working Group.

Public Comment:

Fred Curry asked if there is an existing contract with an engineer firm and if past work product existing.

Nancy Wuerfel expressed concerns regarding contracting methods to be used with the academic institutions, moving the RBOC meeting to a more accessible location, and documenting the work product and source material of the RBOC for the public.

Joan Giraldo, Coalition for SF Neighborhoods, expressed various concerns regarding the RBOC and its processes. In addition, Ms. Giraldo will be presenting a resolution from Coalition for SF Neighborhoods to the RBOC to urge the RBOC to enter into a contract with experts from UCLA and UCB to conduct a review of WSIP.

The Revenue Bond Oversight Committee Contracting Working Group will create a list of documents to provide to the experts from UCLA and UCB to assist them with creating possible subject for future discussion.

The Revenue Bond Oversight Committee Contracting Working Group will create a contact list for the academic experts from UCLA and UCB.

4. Approval of Final Minutes for the August 6, 2010, meeting of the RBOC Contracting Working Group.

It was moved by Member Sutter and seconded by Member Browne, to approve the minutes for the August 6, 2010, meeting of the RBOC Contracting Working Group.

The motion passed by the following vote:

Ayes: Chair Rhorer, Member Browne and Member Sutter.

Noes: None.

Public Comment: None.

5. Adjournment.

The meeting was adjourned at 11:00 a.m. by Chair Rhorer without objection.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Tuesday, September 7, 2010
9:00 a.m. - 11:00 a.m.
1155 Market Street (between 7th & 8th Streets)
4th Floor Conference Room

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Contracting Working Group Members

Kyle Rhorer, Chair
Brian Browne
David Sutter

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Discussion and Possible Action concerning engaging URS Corporation for possible consulting engagement.
4. Discussion and Possible Action concerning development of an Request for Proposal (RFP) to create a Revenue Bond Oversight Committee (RBOC) consultant pool.
5. Discussion and Possible Action related to the approval of draft minutes for the August 31, 2010, meeting of the RBOC Contracting Working Group.
6. Adjournment.

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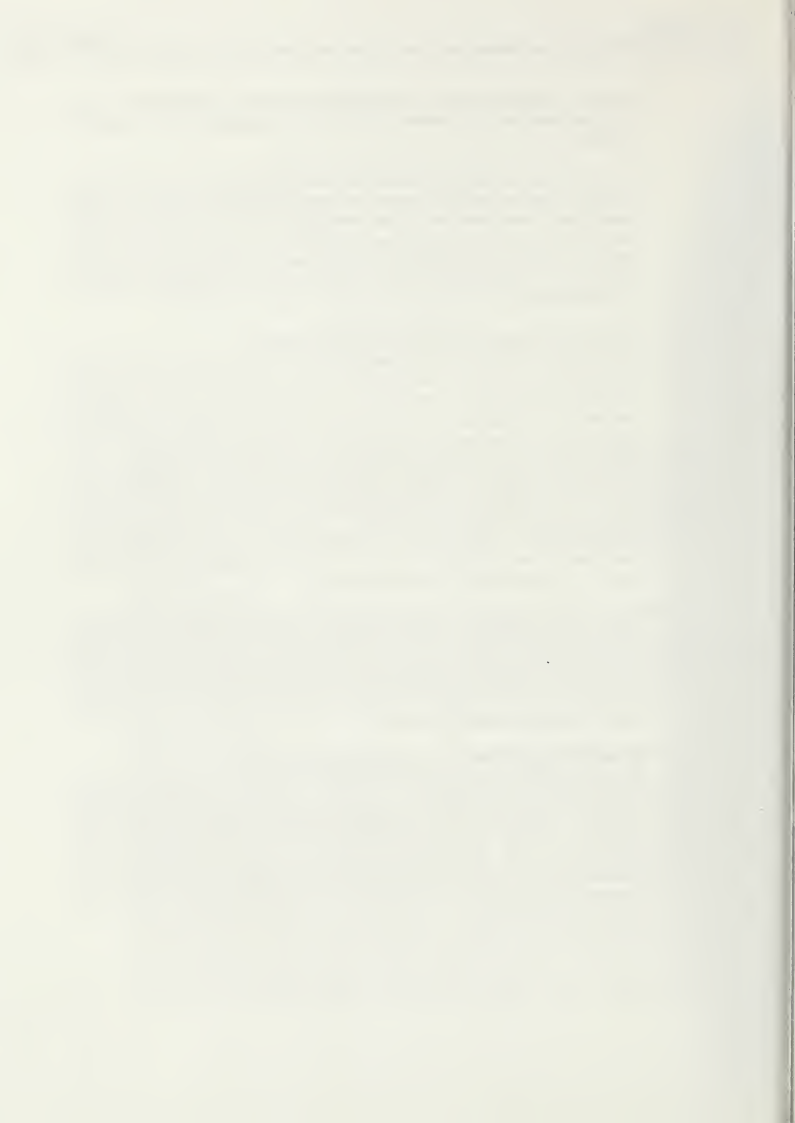
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NOTICE OF CANCELLED MEETINGS

CONTRACTING WORKING GROUP OF THE PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE

NOTICE IS HEREBY GIVEN that the scheduled meeting of the Contracting Working Group of the Public Utilities Revenue Bond Oversight Committee for Tuesday, September 7, 2010, at 9:00 a.m. at 1155 Market Street between 7th & 8th Street, 4th Floor Conference Room, has been **cancelled**.

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AGENDA
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Wednesday, November 17, 2010
9:00 a.m. - 12:00 p.m.
1155 Market Street (between 7th & 8th Streets)
8th Floor Conference Rooms A & B

11-10-10P03:43 RCVD

Contracting Working Group Members

Kyle Rhorer, Chair
Brian Browne
David Sutter

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1. Call to Order and Roll Call.
2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee (RBOC) Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.
3. Discussion and Possible Action concerning the UC Berkeley and UCLA Joint proposal to develop a Request for Proposal (RFP) concerning the Revenue Bond Oversight Committee (RBOC) and Water System Improvement Program (WSIP).
4. Discussion and Possible Action related to the approval of draft minutes for the August 31, 2010, meeting of the RBOC Contracting Working Group.
5. Adjournment.

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AGENDA
Special Meeting

Contracting Working Group
Public Utilities Revenue Bond Oversight Committee

Monday, March 14, 2011
10:00 a.m.

City Hall, Room 479
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Committee Members

Aimee Brown, Chair
Kevin Cheng

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1. Call to Order and Roll Call
2. Public Comment: Members of the public may address the Contracting Working Group of the Revenue Bond Oversight Committee (RBOC) on matters that are within the RBOC's Jurisdiction that are not on today's agenda.
3. Discussion and Possible Action: Revenue Bond Oversight Committee (RBOC) Contracting Procedures –
 - a. Role of the City Services Auditor and Citizens' General Obligation Bond Oversight Committee.
 - b. Potential Role of City Service Auditor and the Revenue Bond Oversight Committee (RBOC), and Next Steps.
 - c. Role of the Office of Contract Administration Assisting in the Contracting Process, and Next Steps.
 - d. Other Contracting Avenues.
4. Discussion and Possible Action: Future Agenda Items.
5. Adjournment

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at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

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Public Utilities Revenue Bond Oversight Committee Contracting Working Group

Minutes

Monday, March 14, 2011

10:00 a.m.

City Hall, Room 479

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

Note: Each item on the Regular Agenda may include explanatory documents, including reports and public correspondence. These items are available for review at City Hall, Room 244, Reception Desk.

Contracting Working Group Members

Aimee Brown, Chair
Kevin Cheng

REGULAR AGENDA

GOVERNMENT
DOCUMENTS DEPT

JUL 20 2011

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1. Call to Order and Roll Call

The meet convened at 10:03 a.m.

All members noted present. There was a quorum.

2. Public Comment: Members of the public may address the Contracting Working Group of the Revenue Bond Oversight Committee (RBOC) on matters that are within the RBOC's Jurisdiction that are not on today's agenda.

Public Comment: None.

3. Discussion and Possible Action: Revenue Bond Oversight Committee (RBOC) Contracting Procedures –

- a. Role of the City Services Auditor and Citizens' General Obligation Bond Oversight Committee.
- b. Potential Role of City Service Auditor and the Revenue Bond Oversight Committee (RBOC), and Next Steps.
- c. Role of the Office of Contract Administration Assisting in the Contracting Process, and Next Steps.
- d. Other Contracting Avenues.

Chair Brown led the discussion concerning 1) The role of the City Services Auditor and Citizens' General Obligation Bond Oversight Committee; 2) Potential Role of City Service Auditor and the Revenue Bond Oversight Committee (RBOC), and Next Steps; 3) Role of the Office of Contract Administration Assisting in the Contracting Process, and Next Steps; and Other Contracting Avenues.

Ian Hart (Member, Public Utilities Revenue Bond Oversight Committee), Irella Blackwood (Controller); Mike Brown (SFPUC); Tonia Lediju (Controller); Mark Blake (City Attorney; Nancy Hom (SFPUC); Maura Lane (Controller); Esther Reyes (Controller); presented information concerning the matter and/or answered questions raised during the hearing.

4. Discussion and Possible Action: Future Agenda Items.

No items.

5. Adjournment

The meeting adjourned at 12:45 p.m.

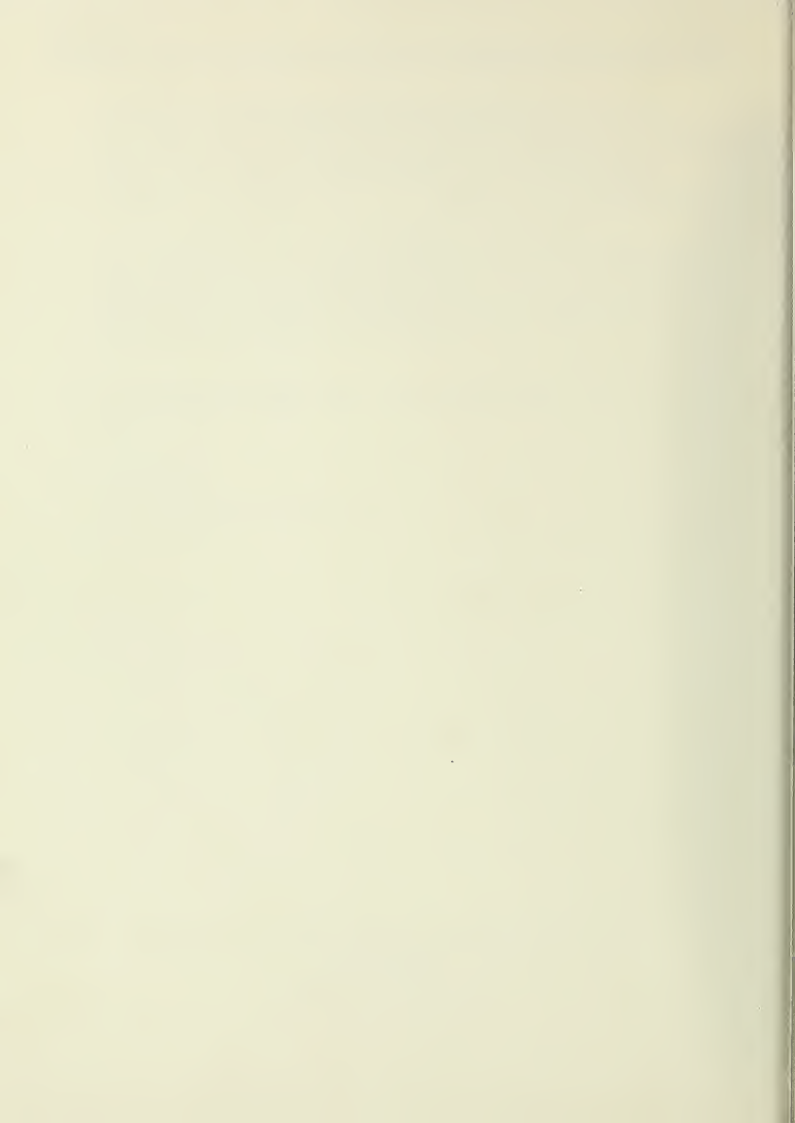
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please contact:

Victor Young, Committee Clerk

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102
Victor.Young@sfgov.org
(415) 554-7723

For information concerning SFPUC reports and documents
please contact:

bondoversight@sfgov.org
(415) 487-5245





**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building, 11th Floor Conference Room B
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

10-27-11P03:48 RCVD

October 31, 2011 - 10:00 AM

Special Meeting

GOVERNMENT
DOCUMENTS DEPT

OCT 27 2011

1. Call to Order and Roll Call

John Ummel, Chair
Aimee Brown

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- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Draft Report of the Independent Review Panel (Presentation, Discussion and Action)

Issue/Background: The Independent Review Panel (IRP) completed its review of the WSIP in early October. Key areas studied included Change Management, Risk Management, and Project Cost, Schedule and Contingencies. Gary Griggs, Panel Chair, will be presenting the Panel's draft report. William Ibbs, RBOC's Peer Reviewer, will also be in attendance.

Information to Committee: The draft report will be provided to the Working Group on the day of the meeting, if not before.

Committee Action: Review and comment on the draft report; provide direction, where necessary, so that a final report can be prepared and submitted to the RBOC.

4. Discussion of IRP Planned Expenditures (Discussion and Action)

Issue/Background: The Independent Review Panel (IRP) members conducted their assignment on behalf of RBOC for work prior to, during, and after the week of October 3. As such, RBOC has incurred expenses for the Panel's work.

Information to Committee: Expenditure information to-date and anticipated expenses upon completion. Past expenses by the IRP for prior reviews conducted by the IRP.

Committee Action: Review and comment on planned expenditures; provide direction, where necessary, so that RBOC can be updated at its next meeting and take appropriate action if need be.

5. **Discussion of Future Use of Consultants by RBOC (Discussion and Action)**

Issue/Background: The existing pool of pre-qualified consultants available to the RBOC may not have the specific background (e.g., construction management) necessary to conduct follow-up work on the RBOC's behalf. It may behoove RBOC to create a pool of consultants for its own use.

Information to Committee: If available, status of Controller/SFPUC pre-qualified pools and/or plans to expand or create new pools.

Committee Action: Discuss options for the RBOC establishing its own pool of consultants and process required to do so; report out at the next RBOC meeting.

6. **Approval of RBOC City Services Auditor Working Group Minutes of September 9, 2011 (Discussion and Action)**
[attachment]

8. **Future Agenda Items/Meeting Dates (Discussion and Action)**

9. **Adjournment**

Next regularly scheduled meeting: To-Be-Determined

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building, 11th Floor Conference Room B
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

**October 31, 2011 - 10:00 AM
Special Meeting**

**GOVERNMENT
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DEC -6 2011

Members: John Ummel (Chair) and Aimee Brown

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1. Call to Order and Roll Call

The meeting was called to order at 10:02 a.m. On the call of the roll, all members were noted present.

2. Public Comment (10:02 a.m.)

There was no general public comment.

3. Draft Report of the Independent Review Panel (10:04 a.m. – 12:49 p.m.)

Gary Griggs (Chair, Independent Review Panel) presented the Construction Management Independent Review Panel draft report and responded to questions raised throughout the discussion.

William Ibbs (Peer Reviewer, Ibbs Consulting Inc.); Mike Brown (SFPUC); Julie Labonte (SFPUC); John Elwin (SFPUC); responded to questions raised throughout the discussion.

Public Comment: None.

No Action Taken.

4. Discussion of IRP Planned Expenditures . (12:49 p.m. – 1:38 p.m.)

Gary Griggs (Chair, Independent Review Panel) commented on the Independent Review Panel Planned Expenditures report and responded to questions raised throughout the discussion.

The RBOC CWG requested a summary and explanation of the cost and the difference from previous years expenses.

Public Comment: None.

No Action Taken.

5. Discussion of Future Use of Consultants by RBOC. (1:00 p.m. – 1:01 p.m.)

No discussion occurred.

Public Comment: None.

Continued to the Call of the Chair without objection.

6. Approval of the RBOC City Services Auditor Working Group Minutes of September 9, 2011. (1:38 p.m. – 1:39 p.m.)

No discussion occurred.

Public Comment: None.

Member, Brown, seconded by Chair Ummel, moved to approve the City Services Auditor Working Group Minutes of September 9, 2011.

The motion passed by the following vote:

Ayes: Ummel and Brown.

Noes: None.

7. Future Agenda Items/Meeting Dates. (1:39 p.m.)

No discussion occurred.

Public Comment: None.

8. Adjournment

There being no further business, the Committee adjourned at the hour of 1:39 p.m.



**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building, 5th Floor Conference
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

11-14-11A10:24 RCVD

November 17, 2011 - 10:00 AM

Special Meeting

GOVERNMENT
DOCUMENTS DEPT

NOV 14 2011

1. Call to Order and Roll Call

John Ummel, Chair
Aimee Brown

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2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Discussion of Future Use of Consultants by RBOC (Discussion and Action)

Issue/Background: The existing pool of pre-qualified consultants available to the RBOC may not have the specific background (e.g., construction management) necessary to conduct follow-up work on the RBOC's behalf. It may behoove RBOC to create a pool of consultants for its own use.

Information to Committee: If available, status of Controller/SFPUC pre-qualified pools and/or plans to expand or create new pools.

Committee Action: Discuss options for the RBOC establishing its own pool of consultants and process required to do so; report out at the next RBOC meeting.

4. Approval of RBOC City Services Auditor Working Group Minutes of October 31, 2011.
(Discussion and Action)
[attachment]

5. Future Agenda Items/Meeting Dates. (Discussion and Action)

6. **Adjournment**

Next regularly scheduled meeting: To-Be-Determined

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

Public Utilities Commission Building, 5th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

**November 17, 2011 - 10:00 AM
Special Meeting**

Members: John Ummel (Chair) and Aimee Brown

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1. Call to Order and Roll Call

The meeting was called to order at 10:35 a.m. On the call of the roll, all members were noted present.

2. Public Comment (10:35 a.m.)

There was no general public comment.

**3. Discussion of Future Use of Consultants by the Revenue Bond Oversight Committee
(10:36 a.m. – 11:17 a.m.)**

Pauson Yun (Controller's Office) provided information concerning the requirements for various methods for the RBOC to hire consultants/create a pool of preapproved consultants and responded to questions raised throughout the discussion.

Kevin Cheng (RBOC Member); Mike Brown (SFPUC); Rich Morales (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: David Sutter, former RBOC Member, provided various comments.

No Action Taken.

4. Approval of the RBOC Contracting Working Group Minutes of October 31, 2011. (11:18 a.m. – 11:19 a.m.)

Public Comment: None.

Member, Brown, seconded by Chair Ummel, moved to approve the Contracting Working Group Minutes of October 31, 2011.

The motion passed by the following vote:

Ayes: Ummel and Brown.

Noes: None.

7. Future Agenda Items/Meeting Dates. (11:19 a.m.)

No discussion occurred.

Public Comment: None.

8. Adjournment

There being no further business, the Committee adjourned at the hour of 11:20 a.m.



**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building, 4th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

12-02-11P03:05 RCVD

December 7, 2011 - 12:00 PM

Special Meeting

GOVERNMENT
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DEC - 2 2011

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1. Call to Order and Roll Call

John Ummel, Chair
Aimee Brown

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Independent Review Panel – Status Report (Discussion and Action)

Issue/Background: The Independent Review Panel (IRP), comprised of four construction management experts and one observer (Dr. Ibbs), is working towards completing a final draft of their review of the WSIP. As currently scheduled, this final draft is tentatively due by December 14; to be presented to the full RBOC at its meeting on December 19.

Information to Committee: Committee members will be receiving an oral update from the IRP chair the day of the meeting.

Committee Action: Discuss and provide feedback/direction for report completion.

4. Approval of RBOC Contracting Working Group Minutes of November 17, 2011.
(Discussion and Action)

5. Future Agenda Items/Meeting Dates. (Discussion and Action)

6. Adjournment

Next regularly scheduled meeting: To-Be-Determined

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO**

AGENDA

04-02-12 P05:03 REV0

**Public Utilities Commission Building, 11th Floor Conference Room B
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

**GOVERNMENT
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APR - 2 2012

April 6, 2012 - 9:00 AM

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Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Comments by the Chair. (Discussion)

4. Controller's Pool of Consultants (Construction Management and Financial/Audit)
(Discussion and Action)

Issue/Action: The Controller's pools for both construction management and financial/audit type consultants have been refreshed and are now available to RBOC. RBOC may wish to engage one of these consultants for a yet-to-be determined task. The Working Group should be familiar with the types of consultants available.

Information to the Working Group: See attached list. The Chair has requested that someone from Finance or the Controller's Office be present to provide some background on each of these consultants.

Working Group Action: Review and discuss.

5. **RBOC's Use of an Expediter to Help Form RBOC's Own Consultant Pool.**
(Discussion and Action)

Issue/Action: At its meeting of December 19, 2011, the RBOC voted to use the Controller's pool on an as needed basis and pursue the formation of its own pool. RBOC also discussed hiring someone (an "expediter") to facilitate the creation of RBOC's own pool. RBOC former Chair, Aimee Brown, began searching for someone to fill that role. The Working Group should review what Chair Brown started and provide direction for going forward.

Information to the Working Group: See attached memorandum, "Update on Contracting Options".

Working Group Action: Review and discuss. Consider recommending to the full RBOC that the Working Group and the SFPUC's Contract Administrator begin a Request for Proposal (RFP) process for an expediter.

6. **Review of Dr. William Ibbs' Final Report to the RBOC Regarding the SFPUC's Construction Management Report/Systems.** (Discussion and Action).

Issue/Action: A major recommendation stemming from the Independent Review Panel's report on the SFPUC's Construction Management program was to consider an audit of the earned value or, alternatively, perform a cost-and-schedule-to-complete analysis in order to check the forecast of the overall WSIP cost and schedule performance. At its last two meetings, the SFPUC/WSIP Management team provided a "workshop" on their CM reporting practices and systems. Dr. William Ibbs, a professor of construction management at UCB, was hired by RBOC to attend these two meetings and report his recommendations regarding such practices/systems so that RBOC could better decide what follow-up tasks or audits it may wish to pursue.

Information to Working Group: See attached copy of Dr. Ibbs report.

Working Group Action: Review and discuss.

7. **Suggested Audit Activities for Calendar Year 2012.** (Discussion and Action).

Issue/Action: Based on the findings and recommendations from the Independent Review Panel and Ibbs report, the Working Group needs to review what kind of assignments it may wish to engage in (hire a consultant for) this year.

Information to Working Group: The chair will provide a bulleted list of possible assignments at the meeting.

Working Group Action: Review, discuss, and prioritize.

8. **Approval of RBOC Contracting Working Group Minutes of December 7, 2011.**
(Discussion and Action) (attachment)

9. **Future Agenda Items/Meeting Dates.** (Discussion and Action)

10. **Adjournment**

Next regularly scheduled meeting: To-Be-Determined

Agenda Item Information

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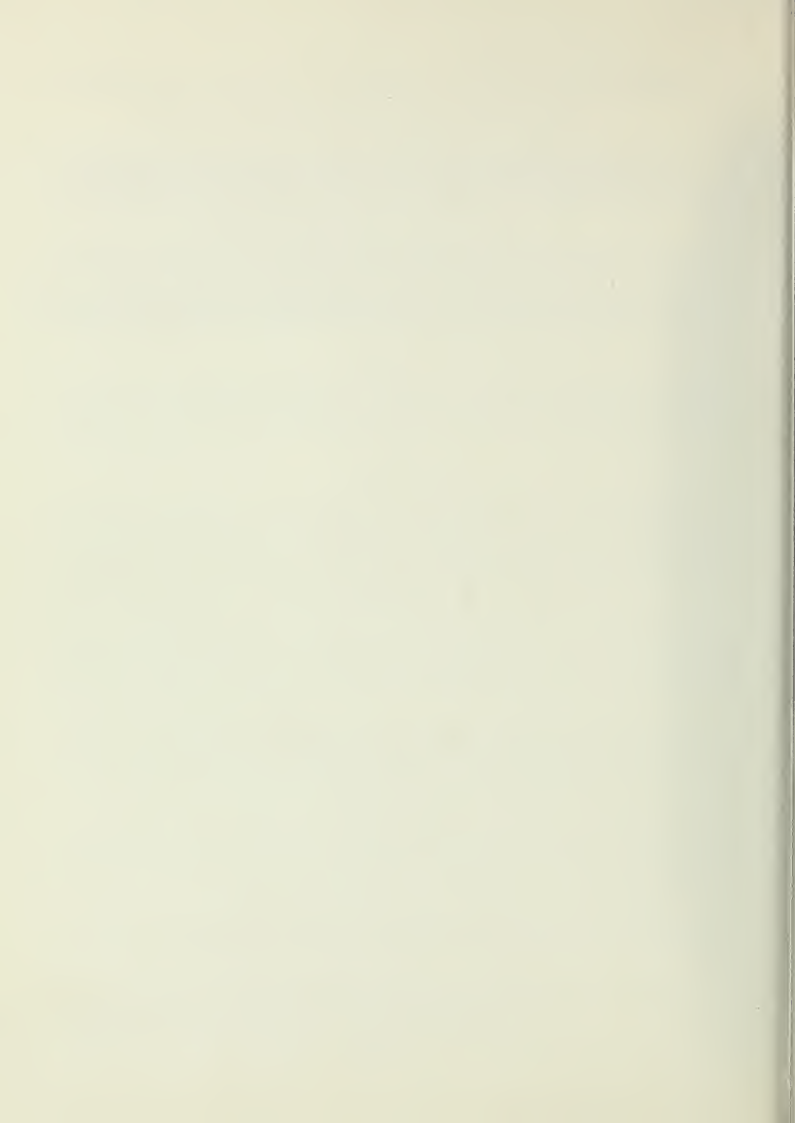
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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

Public Utilities Commission Building, 11th Floor Conference Room B
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

April 6, 2012 - 9:00 AM

Special Meeting

1. **Call to Order and Roll Call** (9:20 a.m. – 9:20 a.m.)

The meeting was called to order at 9:20 a.m.

Present: Kevin Cheng and John Ummel.

2. **Public Comment.** (9:20 a.m. – 9:20 a.m.)

Public Comment. None.

3. **Comments by the Chair.** (9:20 a.m. to 9:21 a.m.)

Chair Ummel not have any comments to present.

4. **Controller's Pool of Consultants (Construction Management and Financial/Audit)**
(9:21 a.m. – 9:29 a.m.)

Chair Ummel provided an overview on the Controller's Pool of Consultant.

Mike Brown and Estabio Elarosa (SFPUC); provided information and responded to questions raised throughout the discussion.

The Working Group requested that the information concerning the Controller's pool of consultants be forwarded to the RBOC for further review as a possible option.

Public Comment: None.

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5. **RBOC's Use of an Expediter to Help Form RBOC's Own Consultant Pool.**
(9:29 a.m. – 9:45 a.m.)

Chair Ummel provided an overview as to the various option, requirements and needs for the use of an "Expediter" to establish a RBOC Consultant Pool. The Working Group will conduct further research as to the possible solutions and present their findings to the RBOC.

Research as to additional potential expeditors and costs.
Support for SFPUC in the request for proposal process.

Mike Brown (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

6. **Review of Dr. William Ibbs' Final Report to the RBOC Regarding the SFPUC's Construction Management Report/Systems.** (9:45 a.m. – 10:05 a.m.)

The Working Group discussed the conclusion of Dr. Ibbs. Member Cheng requested that the other members of the RBOC be given a chance to review and respond to the report at the next RBOC.

The Working Group unanimously declared that Ibbs' Consulting had fulfilled their contract obligations and that the contract had concluded.

The Working Group requested that this item be referred to the RBOC for their review and comments.

Mike Brown and Estabio Elarosa (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

7. **Suggested Audit Activities for Calendar Year 2012.** (10:06 a.m. -).

From the discussions the following possible activities were suggested:

Updating and reconstituting the Independent Review Panel for the RBOC's use.
Revising the goals of the RBOC

Mike Brown and Estabio Elarosa (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None

8. **Approval of RBOC Contracting Working Group Minutes of December 7, 2011.**
(10:06 a.m. -)

Member Cheng, seconded by Member Ummel, moved to approve the RBOC contracting Working Group Minutes of December 7, 2012.

The motion passed by the following vote:

Ayes: Cheng; Ummel

Noes: None.

9. **Future Agenda Items/Meeting Dates.** (10:06 a.m. -)

The Working Group suggest the following items be scheduled on the next RBOC meeting.

Controller's Pool review

Ibbs' Consulting report

Updated of the RBOC fund balance

Members to the RBOC and the Working Group

Various SFPUC reports

10. **Adjournment** 10:43 a.m.)

The meeting adjourned at 10:43 a.m.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building, 5th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

May 10, 2012 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)
- 3. Comments by the Chair.** (Discussion)
- 4. Possible Audit Activities for Calendar Year 2012.** (Discussion and Action)

Issue/Action: At its meeting on April 6, 2012, the Contract Working Group was provided a list of prior tasks completed by RBOC as well as a listing of potential new tasks that could be undertaken in CY12 or later. That list has been refined (see attached) for discussion by the Working Group. Tasks discussed and hopefully recommended at today's meeting, would be presented to the full RBOC on May 21, 2012, for consideration and approval. (attachment)

05-07-12 10:39 AM RCV0

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5. **Draft Scope of Work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC) Review** (Discussion and Action)

Issue/Action: In light of recent recommendations made by both Dr. William Ibbs and the Independent Review Panel, RBOC requested at its meeting of April 16, 2012, that the RBOC Chair make a request to the SFPUC (Julie Labonte) that the SFPUC consider conducting an estimate-at-completion and schedule-at-completion (EAC/SAC) analysis that would be reviewed by RBOC's consultant (TBD). In addition, to expedite this task, the Chair requested that a draft scope of work for RBOC's consultant (TBD) be reviewed by the Contract Working Group. See attached draft. The Working Group will review and comment on the draft with the intent to bring the scope, amended by the Working Group if needed, before the full RBOC meeting on May 21, 2012, for consideration and approval. The Working Group would also value any input to the scope by SFPUC staff.
(attachment)

6. **Approval of RBOC Contracting Working Group Minutes of April 6, 2012.**
(Discussion and Action) (attachment)

7. **Future Agenda Items/Meeting Dates.** (Discussion and Action)

8. **Adjournment**

Next regularly scheduled meeting: To-Be-Determined

Agenda Item Information

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AGENDA**

Public Utilities Commission Building, 5th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103

Monday, May 14, 2012 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Comments by the Chair. (Discussion)

4. Possible Audit Activities for Calendar Year 2012. (Discussion and Action)

Issue/Action: At its meeting on April 6, 2012, the Contract Working Group was provided a list of prior tasks completed by RBOC as well as a listing of potential new tasks that could be undertaken in CY12 or later. That list has been refined (see attached) for discussion by the Working Group. Tasks discussed and hopefully recommended at today's meeting, would be presented to the full RBOC on May 21, 2012, for consideration and approval. (attachment)

05-10-12 PM 3:50 RCVW

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5. **Draft Scope of Work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC) Review** (Discussion and Action)

Issue/Action: In light of recent recommendations made by both Dr. William Ibbs and the Independent Review Panel, RBOC requested at its meeting of April 16, 2012, that the RBOC Chair make a request to the SFPUC (Julie Labonte) that the SFPUC consider conducting an estimate-at-completion and schedule-at-completion (EAC/SAC) analysis that would be reviewed by RBOC's consultant (TBD). In addition, to expedite this task, the Chair requested that a draft scope of work for RBOC's consultant (TBD) be reviewed by the Contract Working Group. See attached draft. The Working Group will review and comment on the draft with the intent to bring the scope, amended by the Working Group if needed, before the full RBOC meeting on May 21, 2012, for consideration and approval. The Working Group would also value any input to the scope by SFPUC staff.
(attachment)

6. **Approval of RBOC Contracting Working Group Minutes of April 6, 2012.**
(Discussion and Action) (attachment)

7. **Future Agenda Items/Meeting Dates.** (Discussion and Action)

8. **Adjournment**
Next regularly scheduled meeting: To-Be-Determined

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CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building, 5th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

Monday, May 14, 2012 - 9:30 AM

Special Meeting

1. **Call to Order and Roll Call (9:39 a.m. – 9:39 a.m.)**

John Ummel, Chair
Kevin Cheng
Holly Kaufman

The meeting was called to order at 9:39 a.m.

On the call of the roll member Kaufman was noted absent.

Member Kaufman was excused.

2. **Public Comment: (9:39 a.m. – 9:39 a.m.)**

Public Comment: None.

3. **Comments by the Chair. (9:39 a.m. – 9:40 a.m.)**

Chair Ummel and Member Cheng provided an update as to the possible audit approaches to be utilized by the RBOC.

Public Comment: None.

4. **Possible Audit Activities for Calendar Year 2012. (9:40 a.m. – 10:45 a.m.)**

Chair Ummel provided an overview of the possible audit activities for the RBOC for 2012.

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Julie Labonte and Rich Morales (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

5. **Draft Scope of Work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC) Review (10:45 a.m. – 11:25 a.m.)**

Chair Ummel provided an overview of the draft scope of work for the EAC/SAC review.

Julie Labonte and Rich Morales (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

5. **Approval of RBOC Contracting Working Group Minutes of April 6, 2012. (11:25 a.m. – 11:25 a.m.)**

Member Cheng, seconded by Member Ummel, moved to approve the RBOC contracting Working Group Minutes of April 6, 2012.

The motion passed by the following vote:

Ayes: Cheng; Ummel

Noes: None.

Excused: Kaufman

Public Comment: None.

6. **Future Agenda Items/Meeting Dates.**

Soft Cost Analysis

EAC/SAC Analysis

Challenging Projects

7. **Adjournment**

The meeting adjourned at 11:34 a.m.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building, 11th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

Friday, June 1, 2012 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Comments by the Chair. (Discussion)

4. Draft Scope of Work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC) Review and Analysis of Remaining Delivery Costs.
(Discussion and Action) (attachment)

Issue/Action: On May 14, 2012, the Working Group discussed audit activities for the current year. The key audit or task discussed by the Working Group - review of the SFPUC's estimate-at-completion and schedule-at-completion (EAC/SAC) analysis - was initially recommended by Ibbs Consulting and the Independent Review Panel in their respective reports to RBOC in December 2012. A preliminary scope of work for the EAC/SAC analysis was discussed by the Working Group as well as other possible tasks. As originally envisioned, RBOC would seek separate proposals or bids from those consultants in the Controller's Pool once it had finalized those tasks to be undertaken this year.

At its meeting of May 21, 2012, the Revenue Bond Oversight Committee (RBOC) reviewed nine possible tasks. In addition to the EAC/SAC analysis, RBOC chose one additional task for RBOC to conduct this year: *Analysis of Remaining Delivery Costs**. Because of the possibility for overlap among these two tasks, RBOC requested that the Working Group combine the two tasks into one scope of work. A revised scope of work is attached.

The Working Group will review and comment on the draft with the intent to bring this draft scope, amended by the Working Group/SFPUC if needed, before the full RBOC on June 18, 2012, for consideration and approval.

**RBOC does intend to "piggyback" on financial/construction audits being contemplated by the SFPUC and the City Services Auditor (CSA).*

5. **Clarification of Request for Proposal (RFP) Process.**
(Discussion and Action)

Issue/Action: Once RBOC has settled on a scope of work, an RFP process can commence. Pauson Yun, SFPUC Contracts division, will be assisting RBOC with advertising this RFP and guiding RBOC through the selection process. The Working Group should have a thorough understanding of the process and any procedural or legal issues that might arise. Pauson will be available to explain the process and answer any questions.

6. **Approval of RBOC Contracting Working Group Minutes of May 14, 2012.**
(Discussion and Action) (attachment)

7. **Future Agenda Items/Meeting Dates.** (Discussion and Action)

8. **Adjournment**

Next regularly scheduled meeting: To-Be-Determined

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these document, please contact RBOC Committee Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

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Draft Scope of Services

RBOC Evaluation of the WSIP Program

Task A. Examine the Process for Forecasting Cost Estimate at Completion (EAC) and Schedule at Completion (SAC)

Task B. Examine Remaining Delivery Costs

Introduction

San Francisco's Revenue Bond Oversight Committee (RBOC) is charged with confirming that proceeds from revenue bonds that support Power, Waste Water and Water Enterprise infrastructure improvements are being implemented in a professional and cost effective manner. Currently, RBOC is scrutinizing the SFPUC's 4.6B Water System Improvement Program (WSIP) which is now about 50% complete. The SFPUC is responsible for implementing the program, estimating and tracking project costs, and developing and monitoring project schedules.

In light of recent recommendations made to RBOC by Dr. William Ibbs (Ibbs Consulting) and the SFPUC's Independent Review Panel, RBOC has requested that the SFPUC conduct an EAC/SAC analysis for a representative sample of projects and that this analysis be reviewed by RBOC's consultant (Task A) for purposes of confirming the accuracy of the SFPUC's cost and schedule forecasts and WSIP's overall status with regard to cost and schedule.

In addition, RBOC, in consultation with the SFPUC, has identified other tasks as part of its annual work plan. One such task (Task B) involves a review of all forecasted delivery costs remaining to complete the WSIP.

Objectives

The consultant will review the SFPUC's EAC/SAC analysis and forecasted delivery costs and provide RBOC with a report as to the thoroughness, accuracy, comprehensiveness, and quality of the SFPUC's forecasting processes at project/program completion.

Task A: 1) To what degree of confidence does the EAC/SAC analysis of the representative projects suggest that these projects are on schedule and within the budget currently forecasted by the SFPUC? 2) To what degree of confidence does the EAC/SAC analysis suggest that the overall WSIP program is on schedule/budget? 3) What issues, if any, should be addressed and actions taken to set more accurate project/program completion budgets and schedules, that can be relied upon by program stakeholders and the general public?

Task B: 1) How well does the SFPUC control and accurately forecast delivery costs including City and consultant driven costs. 2) How does the SFPUC's forecasted delivery costs compare with those delivery costs for completed projects? 3) How might the SFPUC's actual and/or forecasted delivery costs compare with industry standards or other programs of comparable size and complexity 4) What recommendations might be

made that enable the SFPUC to more accurately forecast delivery costs, help reduce costs, and phase-out resources no longer necessary as the program nears completion?

General Information

1. A pre-proposers' conference (workshop) will be held so that prospective consultant teams have a clear understanding of the WSIP team's forecasting processes involving EAC/SAC as well as delivery costs. This workshop will also help consultants understand the breadth and specifics of available data, the organizational alignment, and the SFPUC's various processes and policies.
2. The SFPUC will make WSIP records and data accessible to the RBOC consultant and permit the consultant to review information used in its forecasting. The SFPUC will provide a contact person that will facilitate the RBOC consultant's access to information, key SFPUC staff people, contractors and/or other needed contacts.
3. As part of the proposal process, the consultant is required to review the most current SFPUC WSIP project information, including additional reports, such as the Cost Summary and Document Turnaround reports. The SFPUC will make this information available on-line. RBOC will provide, on-line, the most recent Independent Review Panel and Ibbs reports.
4. Modifications to the scope may be made as result of questions/input provided at pre-proposers' conference.
5. Within 5 working days following the pre-proposers conference, consultants can follow-up with SFPUC staff and representatives of RBOC to better understand the breadth and specifics of the tasks and information/data supplied. (Note: Should this step be omitted? What happens if one consultant obtains pertinent information that is not known to the others?)
6. Within 15 working days following the pre-proposers conference, Consultants will submit a proposal based on the information herein, the presentation by the SFPUC (pre-proposers conference), and the pre-proposal document review referenced above, including a timetable for work completion, and a proposed total cost (fee) for completing each task including all aspects of the review and analysis, and the cost for staff, incidentals, and deliverables. The final consultant fee will be negotiated to a not-to-exceed amount.
7. The consultant is expected to meet with the SFPUC staff as often as necessary to access information, clarify issues and thoroughly and accurately report on the status of the representative projects.
8. So that the impact on WSIP staff is minimized, the actual EAC/SAC review process will be mutually agreed upon by the SFPUC and RBOC's consultant. (For example, it may be advantageous for RBOC's consultant to work collaboratively with the person(s) conducting the analysis *as it is being prepared* as opposed to waiting for a completed analysis.)
9. The consultant shall be responsible directly to the RBOC, and _____ (name) _____ will represent the RBOC and be the consultant's contact for general guidance or questions.

10. The consultant will provide the SFPUC and RBOC with a *draft* report including all findings for review and comment prior to a final report being submitted to RBOC.
11. The Consultant must submit a final report to RBOC by_____.

Task A - EAC/SAC Review

The consultant will review the SFPUC's EAC/SAC analysis for the following 5 projects.

1. New Irvington Tunnel-----\$320M
2. Calaveras Dam Replacement-----\$420M
3. HTWTP Long Term Improvements-----\$276M
4. BDPL Reliability Upgrade Tunnel-----\$307M
5. Crystal Springs/San Andreas Transmission Upgrade-----\$165M

EAC/SAC Review Requirements

The details of the review will include but not be limited to the items listed below. The exact scope of the review *may* be refined after the consultant becomes more familiar with the WSIP EAC/SAC process and has had a chance to review relevant background documents. The consultant will review the SFPUC's EAC/SAC analysis for the five projects in sufficient detail to thoroughly understand if project costs and schedule assumptions, inclusions, projections, and contingencies are reasonable, and if the projects can be delivered as indicated in the current WSIP forecast at completion base on the information know at the time of the analysis. The review process is as follows:

1. The consultant will follow the SFPUC's EAC/SAC process from beginning to end for each project and assess its current EAC/SAC thoroughness and accuracy.
2. Review of the SFPUC cost estimating and cost forecasting methodology, assumptions, accuracy, and processes used to determine forecast final project cost at completion.
3. Review the SFPUC's schedule projection and forecasting methodology, assumptions, accuracy, and processes used to determine schedule at completion forecasts.
4. Spot check key approved change orders (CO's) to insure they were approved in accordance with SFPUC policies and are essential to successful completion of the project.
5. Spot check pending and potential CO's for both cost and time to insure that projections are realistic, thorough, all inclusive, and that assumptions for cost and schedule at completion are sound and within industry norms.
6. Review project trend projections for both cost and time to insure that projections are realistic, thorough, all inclusive, and that assumptions for cost and schedule at completion are sound and within industry norms.
7. Confirm that all approved, pending, and potential CO's and trends are included in the SFPUC's project cost and time completion forecasts.

8. Review the project risk registers to determine if all reasonable risks are accounted for. Also, make an assessment as to whether high probability risks should be included in the trends cost and schedule projections at completion. Report on the rationale and analysis used to develop your opinion.
9. Review all project contingencies, both construction and non-construction, to determine if there will be sufficient contingencies to cover all costs for the projects at completion. Using the analysis of the 5 projects as a base, provide an opinion and the backup rationale and data to extrapolate this information and determine the overall confidence level that the entire WSIP program can be completed within the current contingency funding, including the Program Management Reserve Fund.
10. The consultant will interview the prime contractor for each project to gain the contractors perspective on the current and projected status of the work and current and future cost and schedule challenges to insure that all reasonable cost and schedule issues are addressed in the SFPUC's EAC/SAC forecasts.
11. The consultant will present a full and comprehensive written report to the RBOC giving the details and analysis leading to the consultant's findings and recommendations.
12. If the consultant findings indicate the need for revisions to the SFPUC's current EAC/SAC process, the consultant will provide specific actions that should be taken to provide more accurate EAC/SAC projections.

Task B - Examine Remaining Delivery Costs

Once a program is in construction, remaining costs are to a great extent fixed through the awarded construction contracts. However, costs may vary in two areas – construction change orders and delivery costs (often referred to as soft costs). With WSIP construction activities projected to peak in the fall of 2012, the WSIP team will need to start ramping down some activities in early 2013. Task B involves assessing the projected delivery costs for the remainder of the program and verifying that those costs reflect the phasing out of resources as the program nears completion.

Remaining Delivery Costs Review Requirements

The details of the review will include but not be limited to the items listed below. The exact scope of the review *may* be refined after the consultant becomes more familiar with the SFPUC's forecasting processes. The review process is as follows:

1. Verify all forecasted delivery costs remaining to complete the WSIP, including costs associated with program and project management, planning, engineering, environmental review and permitting, construction management, engineering support during construction, and other City staffing costs (e.g., real estate services, Water Enterprise operations support, legal support, etc.). Ensure that the definition of "remaining delivery costs" is fully understood so that comparisons with outside benchmarks or other programs can be assessed, if desirable. The analysis should include a review of all delivery cost forecasts (based on specific resource allocation projections of all key positions) and a review of how consultants and City staff are being transitioned out of the

program. The result of the analysis will be compared with an examination of actual delivery costs to date for completed projects to allow for a project-level comparison of the delivery costs approved as part of the July 2011 Revised WSIP. The analysis may also involve the analysis of other remaining non-construction costs such as environmental mitigation, security and right-of-way costs.

Consultant Qualifications and Requirements

The successful RFP submittal shall demonstrate that the consultant/firm has the appropriate professional and technical background as well as access to adequate resources to fulfill the stated scope of services.

Required professional expertise, knowledge and skills include, but are not limited to the following, all in relation with large public infrastructure programs and projects:

- a. All aspects of program, project and construction management.
- b. Schedule and cost control and forecasting, with strong emphasis on construction costs and schedules.
- c. Budgeting, cost control and cost estimating.
- d. Critical Path Method (CPM) scheduling.
- e. Earn value management (CPI, SPI, and other indicators)
- f. Construction contract administration.
- g. Public utility governance and financing.

Desirable experience, knowledge and skills include, but are not limited to the following:

- a. Planning, design and construction of large and complex potable water projects and programs.
- b. Construction risk assessment/management.
- c. Primavera P6 project management platform.
- d. Environmental regulations/requirements and their impacts on project delivery.
- e. Stakeholder relations.
- f. Feasibility analysis and analysis for construction projects and programs.
- g. Public project delivery organizational alignments and responsibilities.

The consultant's proposal will include all necessary expertise and personnel required to successfully complete the scope of services.

Deliverables

The consultant will provide the SFPUC and RBOC with a *draft* report of his/her findings for review and comment prior to a final report being submitted to RBOC. The SFPUC and will have two weeks to respond in writing. The consultant's final report will be provided to RBOC within two weeks of having received the SFPUC's or RBOC's written response. The final report will be provided both electronically and in hard copy including all key backup information used to substantiate the consultant's findings/recommendations. The consultant will provide two progress reports (orally) to the RBOC Board or its sub-committee; one midway through the assignment and one

upon submission of the aforementioned draft. Finally, the consultant will give an oral presentation to the RBOC following submission of the final report.



**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building, 11th Floor Conference Room
1155 Market Street (between 7th & 8th Streets)
San Francisco, CA 94103**

June 1, 2012 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call (9:40 a.m. – 9:40 a.m.)

John Ummel, Chair
Kevin Cheng
Holly Kaufman

On the call of the roll all members were noted present.

2. Public Comment. (9:40 a.m. – 9:41 a.m.)

Public Comment: None.

3. Comments by the Chair.

Chair Ummel provided a summary of the progress of the RBOC Contracting Working Group.

Public Comment: None.

**4. Draft Scope of Work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC) Review and Analysis of Remaining Delivery Costs.
(9:41 a.m. – 11:04 a.m.)**

Chair Ummel provided a summary of the draft scope of work for Estimate-at-Completion and Schedule-at-Completion (EAC/SAC).

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Mike Brown and Pauson Yun (SFPUC); and Mark Blake (City Attorney's Office); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

4. **Clarification of Request for Proposal (RFP) Process.**
(11:04 a.m. – 11:19 a.m.)

Pauson Yun (SFPUC); provided information and responded to questions raised throughout the discussion.

Public Comment: None

5. **Approval of RBOC Contracting Working Group Minutes of May 14, 2012.**
(11:19 a.m. – 11:20 a.m.)

Member Ummel, seconded by Member Kaufman, moved to approve the RBOC contracting Working Group Minutes of May 14, 2012.

The motion passed by the following vote:

Ayes: Cheng, Ummel, Kaufman

Noes: None.

Public Comment: None

6. **Future Agenda Items/Meeting Dates.** (11:20 a.m. – 11:24 a.m.)

Scope of Work for Full RBOC
City Attorney – Reimbursement for services
City Services Auditor Work Plan for the SFPUC

Public Comment: None.

7. **Adjournment**

The meeting adjourned at 11:24 a.m.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, O'Shaughnessy Room C
San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

Monday, July 16, 2012 - 10:00 AM

JUL 13 2012

Special Meeting

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If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Draft Request for Proposals - Evaluation of the WSIP Program. (Discussion and Action) (attachment)

Issue/Action: Most, but not all, of the recently provided comments and edits to RBOC's Request for Proposals have been considered/incorporated into the attached revised draft. The next step would be for the SFPUC to review this latest draft (hopefully concur with it) and then publicize the final RFP among those pre-qualified consultants in the Controller's pool. At the same time, the SFPUC needs to establish a day and time for a pre-submittal conference for all interested proposers. The Working Group's self-imposed deadline for having a final RFP ready for publication/advertising is July 31.

John Ummel, Contracting Working Group chair, will go over some of the latest, most relevant changes/edits that were submitted for consideration/incorporation. Feedback from the RBOC members on this latest draft is welcomed before the final draft is submitted to the SFPUC for a final review.

4. **Approval of RBOC Contracting Working Group Minutes of June 1, 2012.**
(Discussion and Action) (Attachment)
5. **Future Agenda Items/Meeting Dates.** (Discussion and Action)
6. **Adjournment**
Next regularly scheduled meeting is to be determined.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, O'Shaughnessy Room C
San Francisco, CA 94102**

Monday, July 16, 2012 - 10:00 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

THE MEETING OF THE RBOC CONTRACTING WORKING GROUP SCHEDULED FOR JULY 16, 2012, WAS CANCELLED.

- 2. Public Comment.**
- 3. Draft Request for Proposals - Evaluation of the WSIP Program.**
- 4. Approval of RBOC Contracting Working Group Minutes of June 1, 2012.**
- 5. Future Agenda Items/Meeting Dates.**
- 6. Adjournment**

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Agenda Item Information

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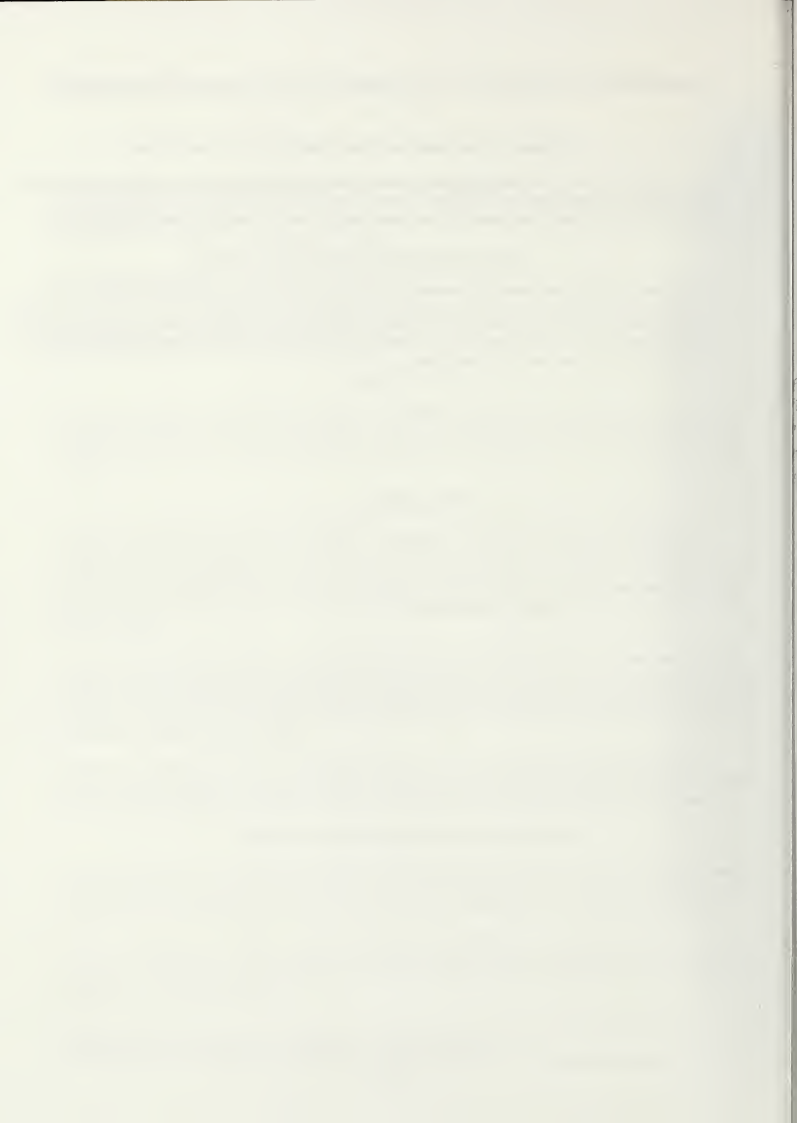
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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Joaquin Room
San Francisco, CA 94102

Monday, October 1, 2012 - 9:00 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

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2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Acceptance of the Evaluation Panel's Consultant Rankings – CS-254 (Discussion and Action) (Attachment)

Issue/Action: On September 12, 2012, an Evaluation Panel comprised of Ian Hart, Holly Kaufman, and Bernard Tse (Department of Public Works) scored the written proposals regarding CS-254, "RBOC Evaluation of the WSIP". The three firms responding to the proposal were RW Block Consulting, Inc. (RW Block), KPMG, and Faithful+Gould. All three firms were part of the Controller's "approved" list of consultants. RW Block was the highest ranked proposer followed by KPMG and Faithful+Gould. As provided for in the RFP, a ten point difference between the highest ranked proposer and the second highest ranked proposer (KPMG) negates the need for subsequent oral interviews. RW Block achieved the 10 point differential so oral interviews were not held. RBOC can immediately move forward in finalizing a contract and issuing a Notice to Proceed with RW Block. The Contract Working Group needs to

accept the rankings of the Evaluation Panel regarding CS-254 and recommend that RBOC approve the designation of the winning consultant, RW Block.

4. **Future Agenda Items/Meeting Dates.** (Discussion and Action)

5. **Adjournment**

Next regularly scheduled meeting is to be determined.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building
525 Golden Gate Ave., 5th Floor, Baden Room
San Francisco, CA 94102**

March 18, 2013 - 9:00 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. **Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)
3. **Comments on Preliminary Draft: RBOC Evaluation of WSIP by RW Block Consulting, Inc., (CS-254).** (Discussion and Action) (Attachment)
4. **Approval of RBOC Contracting Working Group Minutes of October 1, 2012.** (Discussion and Action) (Attachment)
5. **Future Agenda Items/Meeting Dates.** (Discussion and Action)
6. **Adjournment**

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building
525 Golden Gate Ave., 5th Floor, Baden Room
San Francisco, CA 94102**

March 18, 2013 - 9:00 AM

Special Meeting

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1. **Call to Order and Roll Call**(00:00:00 - 00:00:30)

John Ummel, Chair
Kevin Cheng
Holly Kaufman

The meeting was called to order at 9:18 a.m. On the call of the roll, Members Cheng and Kaufman were noted present. Member Ummel participated via teleconference.

2. **Public Comment:** (00:00:30 - 00:01:31)

Public Comment: None.

3. **Comments on Preliminary Draft: RBOC Evaluation of WSIP by RW Block Consulting, Inc., (CS-254).** (00:01:31 - 01:19:00)

Roy Block (RW Block Consulting Inc., via Teleconference); Julie Labonte and Mike Brown (San Francisco Public Utilities Commission); Mark Blake (City Attorney's Office); provided information and responded to questions raised throughout the discussion.

Public Comment: None.

No Actions Taken

4. **Approval of RBOC Contracting Working Group Minutes of October 1, 2012.** (01:19:00 - 01:21:00)

5. Member Cheng, seconded by Member Kaufman, moved to approve the RBOC Contracting Working Group Minutes of October 1, 2012.

The motion passed by the following vote:

Ayes: Cheng and Kaufman.

Noes: None.

Excused: Ummel (via teleconference).

Public Comment. None.

6. **Future Agenda Items/Meeting Dates.** (01:21:00 – 01:22:00)

7. **Adjournment**

The meeting adjourned at 10:41 a.m.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Antonio Room
San Francisco, CA 94102**

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Wednesday, July 31, 2013 - 9:30 AM

JUL 26 2013

Special Meeting

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If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Future Revenue Bond Oversight Committee Audit Activities
(Discussion and Action)(Attachment)

Issue/Action: The RBOC received RW Block's major report. Recommendations in this report as well as additional suggested audit activities have been forwarded by Mr. Block. In addition, the City Services Auditor (CSA) is in the process of finalizing a scope of work for an audit of the Sunol Valley Water Treatment Plant. Finally, WSIP Director Julie Labonte was asked to opine on RW Block's recommendations and suggest possible follow-up activities. The RBOC has asked the Contracting Working Group to review potential audit activities and bring forth recommendations to the RBOC at a future meeting.

4. Approval of RBOC Contracting Working Group Minutes of March 18, 2013.
(Discussion and Action) (Attachment)

5. Future Agenda Items/Meeting Dates. (Discussion and Action)

6. **Adjournment**

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

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OCT 17 2013

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Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102

Monday, October 21, 2013 - 10:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda. (No Action)

3. Revenue Bond Oversight Committee Preliminary Request for Proposals - Scope of Work regarding "Evaluation of Lessons Learned" and "WSIP Disputed Costs". (Discussion and Action)(Attachments)

Issue/Action: The Contracting Working Group received comments back from Sewer System Improvement Project (SSIP) and Water System Improvement Project (WSIP) management as well BAWSCA on the preliminary scopes of work regarding "Evaluation of Lessons Learned" and "WSIP Disputed Costs". The scopes have been amended modestly to accommodate this input. In addition, WSIP program management raised several issues that should be discussed by the Working Group:

- A. The Disputed Costs assignment calls for an examination of "major disputed costs". While the scope of work provides a definition of "major disputed costs", WSIP management asks:

- Will this involve disputes at various stages of the resolution ladder? **(RBOC Tentative Response: "Yes")**
 - Might publication of dispute details potentially impact any pending resolution? **(RBOC Tentative Response: "It is suggested that disclaimer language (e.g., "conclusions reached are not intended . . .") can be inserted in the report to mollify this concern."**
 - Will the review include previously disputed costs that have been resolved? **(RBOC Tentative Response: "Yes, probably at a high level summary".)**
 - Currently there are unresolved disputes heard by the DRB that may require litigation. Will the consultant be examining DRB issues, and, if so, could the consultant's opinion on the issues be used in litigation; put the SFPUC at a disadvantage? **(RBOC Tentative Response: Yes. The purpose of the dispute evaluation assignment is to evaluate performance against stated practices and ascertain how disputed costs are forecast in trends in order to provide an independent assessment of such to RBOC in its oversight capacity. This effort is not intended to supplant existing DRB processes and does not serve to provide legal binding dispute/claims analysis. RBOC anticipates that appropriate disclaimer language as well as a confidentiality agreement should mollify this concern".)**
- B. The consultant is charged with examining the "root cause" of the claim (dispute). WSIP management asks: "How will this be done without hearing the contractor's side?" Having said that, the consultant would not be allowed to interview the contractors. Furthermore, a public report on active projects in dispute could be used by the contractors to the SFPUC's disadvantage. **(RBOC Tentative Response: Presumably, there are written position statements by both the owner and the contractor that should allow an experienced, independent consultant to determine the root cause. Furthermore, disclaimer language and a confidentiality agreement should mollify this concern. RBOC's past practice has been to have the SFPUC review and comment on the consultant's draft report before it is made public. It would be at this juncture that the SFPUC could suggest changes to the language of the report to protect its interests.)**
- C. The Lessons Learned assignment calls for the consultant to identify "successful "lessons learned or which elements "worked well". WSIP management asks: "What standards or criteria will be used to determine success/what worked well?" **(RBOC Tentative Response: Presumably, the standards or criteria are included in the SFPUC's stated goals and objectives/policies and procedures. If not, the consultant would be asked to provide such a benchmark.)**

The Contracting Working Group should discuss these comments and tentative responses and determine if they adequately address the SFPUC's concerns.

Furthermore, the Contracting Working Group should review and approve the (attached)

revised RFPs/Scopes of Work; forward them to the full RBOC for approval at the November meeting. (Note: It is anticipated that changes will be made to these scopes as a result of this meeting prior to their submission to the full RBOC.)

4. **Approval of RBOC Contracting Working Group Minutes of July 31, 2013.**
(Discussion and Action) (Attachment)
5. **Future Agenda Items/Meeting Dates.** (Discussion and Action)
6. **Adjournment**

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Joaquin Conference Room
San Francisco, CA 94102

Monday, December 9, 2013 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair (Holdover status)
Kevin Cheng (Holdover status)
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda. (No Action)

3. Revenue Bond Oversight Committee Preliminary Request for Proposals - Scope of Work regarding "Evaluation of Lessons Learned."
(Discussion and Action)(Attachments)

Issue/Action: Discussion ensued at the November 18 RBOC meeting regarding RBOC's proposed scope of work involving lessons learned. Specifically, WSIP Director Julie Labonte expressed reservations surrounding the disputed cost portion of the assignment. WSIP staff submitted comments on the draft scope for consideration and expressed a desire to be involved at a future scoping session. Karen Kubic, SSIP Director, was also contacted and expressed that she too wanted to be involved in any future reworking of the scope. RBOC agreed and reserved the meeting on December 9th for all parties to comment on a revised scope. WSIP and SSIP staffs have been invited to attend.

In consideration of the SFPUC's concerns, the attached revised scope was amended. It should be noted, however, that the item involving the disputed cost assignment has

remained in the scope in order that a proper airing of this matter can occur before the RBOC. In any event, three major changes were made to the scope. First, the examination of lessons learned has been restricted to a review of eight project/program elements; five to be selected by RBOC, two by the SFPUC, and one by the consultant. There are no less than 20 project/program elements a consultant could examine for lessons-learned. That breadth of scope is far too broad, expensive. Second, the scope now contains a provision that the consultant and the SFPUC will concur—at the start of the assignment—on how best to proceed on the matter of disputed costs. Finally, the estimated budget for this assignment was increased to \$300k. This amount could be revised downward if RBOC decides to limit the review to something less than eight project/program elements.

Recommendation: With input from SFPUC staff, RBOC needs to review the revised draft scope/RFP and make any necessary changes. In particular, RBOC needs to validate or amend those 5 project/program elements initially selected by the Vice Chair (Ummel) currently in the scope. If changes to scope need further refinement beyond those made at today's meeting, the Contracting Working Group should be authorized to make such changes and work towards submitting a final scope/RFP to Contracts Administration as soon as possible.

4. **Approval of RBOC Contracting Working Group Minutes of October 21, 2013.**
(Discussion and Action) (Attachment)
5. **Future Agenda Items/Meeting Dates.** (Discussion and Action)
6. **Adjournment**

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT**

Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Joaquin Conference Room
San Francisco, CA 94102

Monday, December 9, 2013 - 9:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair (Holdover status)
Kevin Cheng (Holdover status)
Holly Kaufman

The meeting was called to order at 9:44 a.m. On the call of the roll, Members Ummel, Cheng, and Kaufman were noted present. There was a quorum.

RBOC Member Brownlow was noted present at the RBOC Contracting Working Group Meeting, constituting a quorum of the Public Utilities Revenue Bond Oversight Committee. A Special Meeting of the Public Utilities Revenue Bond Oversight Committee was convened at the hour of 9:44 a.m.

Present: Members Ummel, Cheng, Kaufman, and Brownlow

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.

Public Comment: None.

3. **Revenue Bond Oversight Committee Preliminary Request for Proposals - Scope of Work regarding "Evaluation of Lessons Learned."**

Member Ummel provided an overview of the RBOC preliminary request for proposals and scope of work.

Karen Kubick, Director, Sewer System Improvement Program; Dan Wade, Director, Water System Improvement Program; Emilio Cruz, Assistant General Manager (SFPUC); presented information concerning the matter and answered questions raised during the hearing.

Public Comment: None.

Continued to the next meeting of the RBOC Contracting Working group by a unanimous vote.

4. **Approval of RBOC Contracting Working Group Minutes of October 21, 2013.**

Public Comment: None.

Member Cheng, seconded by Member Ummel, moved to approve the RBOC Contracting Working Group October 21, 2013, meeting minutes. The motion passed by the following vote:

Ayes: Ummel, Cheng, Kaufman.

Noes: None.

5. **Future Agenda Items/Meeting Dates.**

The next meeting of the RBOC Contracting Working Group is tentatively scheduled for February 17, 2013, at 10:30 a.m.

6. **Adjournment**

The meeting adjourned at 10:37 a.m.

Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

February 5, 2014 - 10:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

The meeting was called to order at 10:30 a.m. On the call of the roll, Members Ummel, Cheng, and Kaufman were noted present. There was a quorum.

RBOC Member Chris Godwin was noted present and the RBOC Contracting Working Group Meeting, constituting a quorum of the Public Utilities Revenue Bond Oversight Committee. A Special Meeting of the Public Utilities Revenue Bond Oversight Committee was convened at the hour of 10:30 a.m.

Present: Members Ummel, Cheng, Kaufman, and Godwin

- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction, but not on today's agenda.

Public Comment: None.

3. **Evaluation of Requests for Proposals, CS-363 Construction Management Services - Lessons Learned.**

Kofo Domingo and Grace Tang (Public Utilities Commission); presented information concerning the matter and answered questions raised during the hearing. Members scored and ranked the proposals per the RFP.

Public Comment: None.

4. **Approval of RBOC Contracting Working Group Minutes of December 9, 2013.**

Member Kaufman, seconded by Member Cheng, moved to approve the RBOC Contracting Working Group Minutes of December 9, 2013.

The motion passed by the following vote:

Ayes: Ummel, Cheng, Kaufman

Noes: None.

Public Comment. None.

5. **Future Agenda Items/Meeting Dates.**

The proposer with the highest total score will be identified as the highest-ranked proposer and eligible to proceed with award of contract with RBOC, scheduled to be announced at the February 18, 2014, meeting of RBOC.

6. **Adjournment**

Member Cheng was noted absent at 11:40 a.m. for the remainder of the meeting.

The meeting adjourned at 12:05 p.m.

N.B. The Minutes of this meeting set forth all actions taken by the Revenue Bond Oversight Committee Contracting Working Group on the matters stated but not necessarily in the chronological sequence in which the matters were taken up.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102

Thursday, February 5, 2014 - 10:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

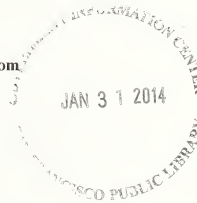
John Ummel, Chair
Kevin Cheng
Holly Kaufman

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda. (No Action)

1. Evaluation of Requests for Proposals, CS-363 Construction Management Services - Lessons Learned. (Discussion and Action)

Issue: At the December 9, 2013, RBOC meeting, RBOC authorized the Contracting Working Group (Ummel, Cheng, and Kaufman) to refine/amend the previously discussed scope of work and submit a final scope/RFP to Contracts Administration for advertisement among those pre-qualified construction management firms in the Controller's pool*. The RFP was advertised on January 13, 2014, and firms had until January 31, 2014, to submit their proposals.

Among the eight firms eligible to bid on this assignment, two responded: RW Block and KPMG. The proposals from these firms will be provided to members, in advance, under separate cover by Contract Administration. Members are requested to bring these to the meeting.



Action: Score and rank the proposals per the RFP. Each responsive proposal must obtain 60 out of 100 points (60%) to be considered. Proposals will be scored as follows:

Work Plan: 35 points

Proposer Qualifications: 25 points

Team Member Organization, Availability, Qualifications, and Resumes: 40 points

The proposer with the highest total score will be identified as the highest-ranked proposer and eligible to proceed with award of contract with RBOC; scheduled for the February 18, 2014, meeting of RBOC.

*Eligible firms included KPMG, RW Block, Cumming Construction Management, FTI Consulting, Faithful and Gould, Gladrey and Pullen, Sjobreg Evashenk, and PMA Consultants.

3. **Approval of RBOC Contracting Working Group Minutes of December 9, 2013.**
(Discussion and Action) (Attachment)
4. **Future Agenda Items/Meeting Dates.** (Discussion and Action)
5. **Adjournment**

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

September 29, 2014 - 9:00 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

Eric Sandler, Chair
Kevin Cheng
Marina Pelosi

- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda. (No Action)
- 3. Draft Report of Contract CS-363, "Construction Management Services – RBOC Evaluation of Lessons Learned Water System Improvement Program." (Discussion and Action) (Attachment)**
- 4. RBOC Work Plan 2014-2015 (Discussion)**
- 5. Future Agenda Items/Meeting Dates. (Discussion)**
- 6. Adjournment**

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Agenda Item Information

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

September 29, 2014 - 9:00 AM

Special Meeting

1. Call to Order and Roll Call

Eric Sandler, Chair
Kevin Cheng
Marina Pelosi

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The meeting was called to order at 9:04 a.m. There was a quorum.

- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.

Public Comment: *Heard in Committee. Speakers: None.*

- 3. Draft Report of Contract CS-363, "Construction Management Services – RBOC Evaluation of Lessons Learned Water System Improvement Program."**

Public Comment: *Heard in Committee. Speakers: None.*

Mark Blake (City Attorney's Office); presented information concerning the matter and responded to questions raised throughout the discussion.

Member Cheng, seconded by Member Pelosi, moved to AMEND the item, by an amendment of the whole, by the following vote:

Ayes: 3 - Sandler, Cheng, Pelosi

- 4. RBOC Work Plan 2014-2015**

Members discussed upcoming items, including an off-site, facilitated work plan retreat.

5. **Future Agenda Items/Meeting Dates**

Member Cheng requested an upcoming schedule of meetings for 2015; and the 2013 Annual Report and Water System Improvement Program (WSIP) contingency accounting to be included on the next RBOC agenda.

6. **Adjournment**

There being no further business, the meeting adjourned at 9:52 a.m.

N.B. The Minutes of this meeting set forth all actions taken by the Public Utilities Revenue Bond Oversight Committee Contracting Working Group on the matters stated but not necessarily the chronological sequence in which the matters were taken up.

Approved by the Revenue Bond Oversight Committee on October 6, 2014.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102

October 27, 2014 - 9:00 AM

Special Meeting

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1. Call to Order and Roll Call

Eric Sandler, Chair
Kevin Cheng
Marina Pelosi

The meeting was called to order at 9:10 a.m. There was a quorum. At the call of the roll, Member Cheng was noted absent.

- 2. Public Comment:** Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.

Public Comment: *Heard in Committee. Speakers: None.*

- 3. Draft Report of Contract CS-363, "Construction Management Services – RBOC Evaluation of Lessons Learned Water System Improvement Program."**

Public Comment: *Heard in Committee. Speakers: None.*

Dan Wade, Director, Water System Improvement Project (WSIP), and Mike Brown (SFPUC); presented information concerning the matter and responded to questions raised throughout the discussion.

Member Cheng was noted present at 9:30 a.m.

By unanimous consent, the committee moved to CONTINUE the item, by the following vote:

Ayes: 3 - Sandler, Cheng, Pelosi

4. **RBOC 2013-2014 Annual Report**

Public Comment: Heard in Committee. Speakers: None.

The committee discussed recent edits to the annual report and moved to APPROVE the most recent version of report, provided by Member Cheng, by the following vote:

Ayes: 3 - Sandler, Cheng, Pelosi

5. **Approval of September 8, 2014, RBOC Minutes**

Public Comment: Heard in Committee. Speakers: None.

Member Sandler, seconded by Member Pelosi, moved to CONTINUE the item to the November 17, 2014, Revenue Bond Oversight Committee meeting, by the following vote:

Ayes: 3 - Sandler, Cheng, Pelosi

6. **Strategic Planning for RBOC 2015**

Public Comment: Heard in Committee. Speakers: None.

Dan Wade, Director, Water System Improvement Project (WSIP), and Mike Brown (SFPUC); Mark Blake (City Attorney's Office); presented information concerning the matter and responded to questions raised throughout the discussion.

7. **Future Agenda Items/Meeting Dates**

The committee will discuss an off-site Strategic Planning meeting at the next RBOC meeting.

8. **Adjournment**

There being no further business, the meeting adjourned at 10:09 a.m.

N.B. The Minutes of this meeting set forth all actions taken by the Public Utilities Revenue Bond Oversight Committee Contracting Working Group on the matters stated but not necessarily the chronological sequence in which the matters were taken up.

Approved by the Revenue Bond Oversight Committee on _____.

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